

# Employee Business Trip Advance Application

Employee Name: \_\_\_\_\_

Employee ID / Number: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## Trip Details

Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

## Advance Requested

Travel: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Meals: \_\_\_\_\_

Other Expenses: \_\_\_\_\_

**Total Advance Amount:** \_\_\_\_\_

## Declaration

I hereby certify that the information provided above is true and accurate. I agree to submit original receipts and a full expense report within the stipulated time and return any unspent advance amount.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Supervisor/Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- This form must be submitted and approved prior to the planned business trip.
- Receipts and supporting documents are mandatory for all claimed expenses.
- Unused funds must be returned promptly after the trip.
- Non-compliance with policy may result in deduction from salary.
- Advance applications are subject to managerial and finance department approval.