

Pre-Trip Advance Fund Request Form

Employee Name

Employee ID

Department

Trip Destination

Purpose of Trip

Trip Dates Start - End

Advance Amount Requested

Currency

Breakdown of Estimated Expenses

Accommodation

Transport

Meals

Others

Additional Details / Remarks

Requested By

Date

Approved By

Date

Important Notes:

- Pre-trip advance requests must be submitted and approved prior to travel.
- Attach supporting documents (e.g., travel itinerary, invitation letter) where applicable.
- All expenses must comply with the company's travel policy guidelines.
- Unused funds are to be returned and accounted for upon completion of the trip.
- Ensure accurate breakdown of estimated expenses to avoid discrepancies.