

Standard Advance Receipt

Document No.: AR-2024-001 | Date: 2024-06-17

Received From:

Name: John Doe
Company: ACME Corporation
Address: 123 Business Rd, Tech City, TX 70001

Recipient (Payee):

Name: Jane Smith
Department: Finance
Organization: ACME Corporation

Advance Details

Description	Reference	Currency	Amount
Travel Advance - Conference	TRV-2024-088	USD	1,500.00
Accommodation Advance	ACC-2024-031	USD	800.00

Total Advance Received: **USD 2,300.00**

Payment Method

Mode: Bank Transfer

Transaction Reference: TXN-4567812

Received By:

Signature & Date

Authorized By:

Signature & Date

- This receipt serves as an acknowledgment of funds received as advance, to be adjusted against actual expenses.
- All advances must be settled and accounted for within the stipulated period as per company policy.
- Proper supporting documents must be submitted for liquidation of this advance.
- Unutilized amounts should be returned promptly.