

Advance Settlement Acknowledgement Receipt

Employee Name : _____

Employee ID : _____

Department : _____

Designation : _____

Date : ____ / ____ / ____

Amount Received : _____

Purpose of Advance : _____

I hereby acknowledge the receipt of the above-mentioned advance amount from **[Company Name]** on the date stated above. I understand that this amount is provided to me as an advance and shall be settled as per the terms and policies of the company. I agree to submit all necessary supporting documents and return any unutilized balance in a timely manner.

I further acknowledge that failure to settle the advance as required may result in necessary deductions from my salary or other due payments, as per company rules.

Employee Signature _____

Name: _____

Authorized By _____

Name & Designation: _____

Important Notes

- This receipt must be retained by both the employee and the HR/accounts department for record purposes.
- All advances should be settled within the stipulated period as per company policy.
- Unutilized funds must be returned promptly to avoid payroll deductions.
- Submission of appropriate bills, receipts, and explanations is mandatory for advance settlement.
- Consult with HR for any queries regarding advance policy or settlement procedure before signing.