

Advance Settlement Application Form

Employee Name

Employee ID

Department

Date

Advance Type

Select

Advance Amount (₹ / \$)

Amount Used (₹ / \$)

Balance to Settle (₹ / \$)

Purpose / Description

Expense Details

Date	Particulars	Amount (₹ / \$)	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Supporting Documents Attached

Select

Additional Remarks

Applicant Signature

Date: _____

Manager Approval

Date: _____
Finance Verification

Date: _____

Important Notes

- Ensure all expense bills and valid supporting documents are attached with the application.
- The form should be submitted within the prescribed deadline for advance settlement.
- Incorrect or incomplete forms may delay the settlement process.
- Unauthorized or unapproved expenses will not be reimbursed.
- Any excess advance must be promptly repaid.