

Advance Settlement Expense Statement

Employee Name

John Doe

Employee ID

EMP12345

Department

Marketing

Date of Submission

2024-07-01

Advance Amount Received

\$1,000.00

Purpose

Client Meeting Expenses

Expense Details

#	Date	Description	Receipt No.	Amount (\$)
1	2024-06-20	Travel to Client Location	EXP-3012	300.00
2	2024-06-21	Hotel Accommodation	EXP-3013	400.00
3	2024-06-22	Meals with Client	EXP-3014	160.00
4	2024-06-22	Miscellaneous	EXP-3015	55.00
Total Expenses				915.00
Amount to be Returned				85.00

Employee Signature
Date: _____

Manager Approval
Date: _____

- Attach all relevant supporting receipts and documents with this statement.
- Ensure the expenses are in line with company policy and advance purpose.
- Any unutilized advance must be returned with this statement.
- Incomplete statements may lead to approval delays.
- Keep a copy for your records before submission.