

# 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.