

Advance Settlement Final Reconciliation Statement

Document No.:	ASF-2024-015	Date:	2024-06-18
Employee Name:	John Doe	Department:	Finance
Advance Reference:	ADV-2024-0032	Advance Amount:	\$1,500.00
Purpose:	Business Trip to New York		

Expense Summary

Date	Description	Category	Amount (USD)
2024-06-11	Flight Ticket	Travel	\$650.00
2024-06-12	Hotel Accommodation	Lodging	\$400.00
2024-06-13	Meals	Meals	\$120.00
2024-06-13	Taxi Fare	Transportation	\$75.00
2024-06-14	Client Entertainment	Entertainment	\$80.00
Total Expenses			\$1,325.00

Advance Amount Received	\$1,500.00
Total Expenses Incurred	\$1,325.00
Balance to be Returned / Reimbursed	\$175.00 (To be Returned by Employee)

Employee Signature

Supervisor Approval

Important Notes:

- All expenses should be supported by valid receipts and documentation.
- Any unutilized advance amount must be returned promptly.
- This statement should be reviewed and approved by the designated authority.
- Discrepancies or missing information may delay final settlement.
- Ensure all claims comply with the company's reimbursement policy.