

# Advance Settlement Payment Voucher

Voucher No.:

ASP-2024-001

Date:

2024-06-25

Employee Name:

John Doe

Employee ID:

EMP12345

Department:

Finance

Purpose:

Business Travel Settlement

Advance Reference No.:

ADV-2024-010

## Settlement Details

Description	Amount (USD)	Remarks
Travel Expenses	500.00	Flight and Taxi
Accommodation	350.00	Hotel Stay
Meals	100.00	
<strong>Total Settlement</strong>	<strong>950.00</strong>	
Advance Taken	1,000.00	Received on 2024-06-20
<strong>Amount to be Refunded</strong>	<strong>50.00</strong>	To be returned by employee

Prepared By

(Signature & Name)  
Checked By

(Finance Dept.)  
Approved By

(Authorized Signatory)

## Important Notes:

- This document must be accompanied by all original receipts and supporting evidence.
- Any unused advance must be returned with this settlement.
- Ensure the settlement is submitted within the stipulated time after the completion of the activity.
- Incorrect or incomplete forms may cause settlement delays.
- Approval and verification are mandatory before processing refunds or further payments.