

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	
Total Settlement	950.00	
Advance Taken	1,000.00	Received on 2024-06-20
Amount to be Refunded	50.00	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.