

Advance Settlement Supporting Documents Checklist

Employee Name:

Enter employee name

Employee ID:

Enter employee ID

Department:

Enter department

Date:

Required Supporting Documents

No.	Document Name	Attached
1	Original Receipts or Invoices	<input type="checkbox"/>
2	Approved Advance Request Form	<input type="checkbox"/>
3	Relevant Payment Vouchers	<input type="checkbox"/>
4	Proof of Settlement (Bank statement, transfer slip, etc.)	<input type="checkbox"/>
5	Detailed Expense Report	<input type="checkbox"/>
6	Other Supporting Documents (if any)	<input type="checkbox"/>

Important Notes

- All supporting documents must be authentic and attached to the settlement form.
- Receipts and invoices must clearly indicate the date, amount, and description of expenses.
- Incomplete documentation may result in delay or rejection of your settlement request.
- Keep copies of all submitted documents for your own records.
- Contact the Accounts Department for any clarification or additional requirements.