

Advance Payment Reconciliation Voucher

Voucher No: ADV-2024-001

Date: 2024-06-28

Department: Finance

Employee Name: John Doe

Employee ID: EMP12345

Purpose of Advance: Conference Travel Expenses

Reconciliation Details

Description	Advance Amount	Actual Expenses	Balance/Return	Remarks
Travel	1,000.00	950.00	50.00	Return to Cashier
Accommodation	800.00	800.00	0.00	-
Meals	300.00	320.00	-20.00	To be claimed
Total	2,100.00	2,070.00	30.00	

Summary:

The advance was utilized for travel, accommodation, and meals. Excess advance of 30.00 to be returned/adjusted as per policy.

Requested By

(Signature)

Verified By

(Signature)

Approved By

(Signature)

Important Notes:

- All original bills and receipts must be attached with this voucher for verification.
- The reconciliation must be completed within the stipulated time as per company policy.
- Any unutilized advance must be returned immediately to the accounts department.
- Misuse or misrepresentation of expenses may result in disciplinary action.