

# Cash Advance Settlement Document

Date	_____	Document No.	_____
Employee Name	_____	Employee ID	_____
Department	_____	Designation	_____

## Details of Cash Advance

Advance Amount	_____	Advance Date	_____
Purpose	_____		

## Expense Breakdown

Date	Description	Amount	Receipt Attached
_____	_____	_____	Yes / No
_____	_____	_____	Yes / No
_____	_____	_____	Yes / No
Total Expense		_____	

## Settlement Summary

Cash Advance Received	_____
Total Expenses	_____
Balance to Return / Reimburse	_____

Prepared By
Reviewed By
Approved By

## Important Notes:

- All expenses must be supported with original receipts.
- Settlements should be made within the stipulated timeline as per company policy.
- Any unspent amount must be returned with the settlement.
- Incorrect or incomplete submissions may delay reimbursement.
- For questions, contact the Finance/Accounts department.