

Business Travel Cash Advance Request Form

Use this **business travel cash advance request form** sample to streamline your company's travel expense management. It helps employees request funds efficiently before their trips, ensuring smooth financial planning. Customize the template to fit your organization's specific policies and procedures.

Employee and Trip Details

Employee Name	<input type="text"/>
Employee ID/Number	<input type="text"/>
Department	<input type="text"/>
Supervisor/Manager	<input type="text"/>
Business Purpose	<input type="text"/>
Travel Destination(s)	<input type="text"/>
Departure Date	<input type="text"/>
Return Date	<input type="text"/>

Requested Cash Advance Breakdown

Description	Amount (USD)
Transportation	<input type="text"/>
Accommodation	<input type="text"/>
Meals	<input type="text"/>
Incidentals	<input type="text"/>
Other (specify)	<input type="text"/>
Total Requested	<input type="text"/>

Repayment/Settlement Agreement

I certify that the above cash advance will be used exclusively for business-related travel expenses. I agree to submit all receipts and a completed expense report within the required timeframe upon my return, and to repay any unused funds promptly.

Employee Signature	<input type="text"/>	Date	<input type="text"/>
Supervisor/Manager Approval	<input type="text"/>	Date	<input type="text"/>
Finance/Accounting Approval	<input type="text"/>	Date	<input type="text"/>