Employee Travel Advance Ledger

Ledger Account No:

Date Opened:

Page No:

EMPLOYEE NAME:

EMPLOYEE ID:

DEPARTMENT:

JOB TITLE:

PURPOSE OF TRAVEL:

AUTHORIZED LIMIT:

DATE	REF / VOUCHER #	DESCRIPTION / TRANSACTION DETAILS	DEBIT (+ ADVANCE)	CREDIT (- EXPENSE)	BALANCE OUTSTANDING
		Total Outstanding Balance:			

EMPLOYEE SIGNATURE

Date: ______________________

DEPARTMENT MANAGER APPROVAL

Date: ______________________

FINANCE / TREASURY AUTHORIZED SIGN

Date: ______________________