

**FOOTBALL ASSOCIATION OF SINGAPORE
CASH ADVANCE AND EVENT REQUEST FORM**

Date					
Employee Name			Department		
Team		No. of Players		No. of Officials	
Period of Travel	From		To		City, Country
Purpose of Travel					
Reason for Travel					
Request for Cash Advance					
S/N	Expenditure	Unit Cost (S\$)	Quantity	Days	Total Amount (S\$)
Total					S\$ -
Cheque to be Issued to	Name (as per NRIC)	Designation		Department	

Please submit the Cash Advance Statement Form and return any excess cash within seven (7) days from the date of event completion.

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Has Travel Been Budgeted for? (Y/N)				(If Yes) Budgeted Amount			
				(If No) Virement From			
Detailed Expenditure							
S/N	Expenditure	Unit Cost		Quantity	Days	Total Estimated Amount (S\$)	Budgeted Amount (S\$)
		S\$	Foreign Currency				
Foreign Exchange Rate		SGD	1	USD			
				Total		S\$ -	S\$ -

This form has to be duly completed and submitted with proper substantiation (supporting documents) and detailed breakdown of expenditure. Letter of Invitation from host (FIFA, AFC, AFF etc), tournament rules and match schedules MUST be attached to this form.

Incomplete submission and lack of substantiation and details will result in delay in processing.

Please allow 1-2 week(s) of payment processing time after approval of request.

Submitted by:

In Consultation with:

Checked by:

Approved by:

Signature
Name:
Date submitted:

Signature
H.O.D.
Date consulted:

Signature
Chief, A&F
Date checked:

Signature
General Secretary
Date approved: