

**NOURISON INDUSTRIES INC.**

**REQUEST FOR CASH ADVANCE FOR BUSINESS EXPENSES**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
PRINT NAME

Department / Location: \_\_\_\_\_

I hereby request an advance of \$\_\_\_\_\_ which represents the estimated cash expenses I expect to incur on a required business trip.

Upon return from the trip, I will prepare an Employee Expense Statement, and will reimburse the Company for any portion of this advance which has not been spent on valid business expenses.

Employee signature: \_\_\_\_\_

Approval of Manager: \_\_\_\_\_  
Signature

\_\_\_\_\_ Date