

**Uva Wellassa University**  
**Settlement of Cash Advance**

Name :- ..... Ledger No:- .....

Voucher No:- .....

Date Advance Obtained:- .....

| Date | Description  | Amount |  |
|------|--------------|--------|--|
|      |              |        |  |
|      | <b>Total</b> |        |  |

Amount of Rs. .... obtained as advance and it was spent as above (Relevant Bills and supporting documents are attached)

(I) Receipt for balance amount of Rs. .... Attached.

(II) Please make arrangement to reimburse the additional amount spent.

.....  
Date

.....  
Signature

.....  
Certifying Officer

.....  
Approving Officer

| No. Code | Description | Debit | Credit |
|----------|-------------|-------|--------|
|          |             |       |        |