Lublin, date ……………………….

……………………………………………..

Name and surname of the employee

**REQUEST**

**for the transfer of an advance payment to a bank account**

**in connection with a business trip abroad**

 I kindly request the transfer of an advance payment granted in connection with my business trip abroad to …………………...…………………. on ……………………..…..... to my bank account held in PLN/EUR/USD/GBP/…………………

Name and surname of the account holder

………………………………………………………………………………………………

Bank account number

………………………………………………………………………………………………

……………………………..

Date and signature of the employee