



REQUEST FOR TRAVEL ADVANCE

Account Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_

Purpose of Travel

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Destination \_\_\_\_\_

Dates(s) \_\_\_\_\_ to \_\_\_\_\_

Date Travel Expense Report is Due \_\_\_\_\_

Travel \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Other \*\* \$ \_\_\_\_\_

Total Request \$ \_\_\_\_\_

Originator \_\_\_\_\_

Division Director \_\_\_\_\_

Approval \_\_\_\_\_

\*\* Description of "Other" expense \_\_\_\_\_

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ACKNOWLEDGEMENT OF EXPENSE ADVANCE

This acknowledges receipt of \$ \_\_\_\_\_ on \_\_\_\_\_ for the purpose of advance against expected expenditures. This advance will be accounted for on a Travel Expense Report form within **5 business days** on my return from the trip. Otherwise you are authorized to treat the advance as a deduction from my next salary check.

**Failure to file a Travel Expense Report with receipts within 5 business days of your return can prevent you from receiving future travel advances.**

Signature \_\_\_\_\_