



ESTABLISHED 1794

REQUEST FOR TRAVEL ADVANCE

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Date Advance Needed \_\_\_\_\_

Purpose of Travel

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination \_\_\_\_\_ Travel Dates(s) \_\_\_\_\_ to \_\_\_\_\_

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

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

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

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

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

Approvals:

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

Vice President \_\_\_\_\_ VP/CFO \_\_\_\_\_

President \_\_\_\_\_

(if over \$1,000)

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

\_\_\_\_\_

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 \_\_\_\_\_

This form may be downloaded and prepared electronically.

Rev. 11/09/10