**Request for Travel Advance**

*Please type or print in ink*

Name:

School/Dept/Position:

Destination:

Departure Date:       Return Date:

Estimated Out-of-Pocket Expense $

Travel advances are made through the District’s Advance Travel Bank Account for approximately 75% of estimated out-of-pocket expenses. (Requests for advances of 100% of estimated out-of-pocket expenses should be directed to the Accounting Office for approval.) Advances are made in increments of $5.00 (rounding down), for not less than $25.00.

Amount of Travel Advance Requested $

I understand that:

* A Statement of Travel Expenses is to be submitted to the Accounting Office within the ten (10) days following completion of travel.
* If the travel advance is in excess of the Statement of Travel Expenses, a refund of the difference is to be attached.
* Failure to comply may result in the advance being deducted from my next payroll warrant.

Employee Signature Date

FOR ACCOUNTING OFFICE USE ONLY:

Date Check No. Account Code Amount