

TRAVEL CASH ADVANCE AUTHORIZATION

EMPLOYEE NAME		TITLE
SOCIAL SECURITY NUMBER	ORG NUMBER	AUTHORIZED BY: (Supervisor)

TRAVEL INFORMATION

1. TYPE OF TRAVEL (Check One)
 SINGLE TRIP IN STATE SINGLE OUT OF STATE CONTINUOUS TRAVEL OTHER (Specify)

2. PURPOSE OF TRAVEL

3. DATE OF TRAVEL _____ 4. DESTINATION(S) _____

5. METHOD OF TRAVEL (Check as applicable)
 PRIVATE CAR STATE CAR COMMERCIAL AIRPLANE STATE AIRPLANE OTHER (Specify)

ESTIMATED EXPENDITURES (if this authorization is for continuous travel, the estimated expenditures should cover one pay period)

TYPE OF EXPENDITURE	ANTICIPATED PAYMENT METHOD		
	CREDIT CARD	CASH	TOTAL
Meals			
Lodging			
Transportation			
Other Expenses (Specify) _____			
TOTAL			

Miscellaneous (Use this space for any remarks or explanations of unusual expenses)

<p align="center">AUTHORIZATION</p> <p>1. The described travel is authorized <input type="checkbox"/> YES <input type="checkbox"/> NO Approved by: _____ (Supervisor) _____ (Date)</p> <p>2. Previous travel advance repaid <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, amount of outstanding advance \$ _____</p> <p>Verified by: _____ (Accounting Section) _____ (Date)</p> <p>3. Travel advance in the amount of \$ _____</p> <p>hereby authorized by: _____ (Agency Fiscal Officer) _____ (Date)</p>	<p align="center">RECEIPT ACKNOWLEDGEMENT</p> <p>Receipt of Check No. _____ in the amount of \$ _____</p> <p>_____ (Employee Signature) _____ (Date)</p> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>ACCOUNTING SECTION ONLY</p> <p>Posted By _____</p> <p>Ref No. _____ Date _____</p> </div>
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