



TRAVEL ADVANCE REQUEST

NAME _____ DATE _____

PURPOSE OF TRIP _____

DATE OF DEPARTURE _____ DATE OF RETURN _____

Instructions:

1. Complete page
2. Department _____ for pick up of check.

TRAVEL ADVANCE - U001 - XXXXXX - 23050

APPROVAL:

Chairman/Administrator

Date

TRAVEL ADVANCE \$ _____

Payee Signature

Date

Payee Name, Typed or Printed

Controller Approval