



TRAVEL ADVANCE REQUEST

EMPLOYEE: _____

TRIP DATE(S): _____

ACTUAL COST OF AIRLINE TICKETS: _____

Comments: _____

ACTUAL COST OF RENTAL CAR (IF AUTHORIZED): _____

Comments: _____

ANTICIPATED COST OF MEALS AND LODGING:

_____ X _____ = _____
Trip Location (City, State) No. of Days: Per Diem Rate *

_____ X _____ = _____
Trip Location (City, State) No. of Days: Per Diem Rate *

Comments: _____

** (For the Continental United States go to: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html>)*

TOTAL ADVANCE REQUESTED: _____

DATE ADVANCE CHECK REQUIRED: _____

CHECK DELIVERY INSTRUCTIONS: _____

Employee Signature Date Manager Signature Date

FOR ACCOUNTING USE ONLY

ADVANCE ISSUED: Yes No

AMOUNT ISSUED: _____ CHECK #: _____ DATE: _____

Note: Advance may not exceed an amount equal to the total of the actual airfare and the daily per diem rate prescribed in the Federal Travel Regulation times the number of travel days required.