



# TRAVEL ADVANCE REQUEST

In accordance with Policy Travel – General, I request a travel advance be issued in the amount of \$ \_\_\_\_\_. This advance is requested on the following grounds: (Please indicate)

<b>Applicant:</b> _____	<b>Department:</b> _____
Advance seat sale airline tickets (copy attached)	\$ _____ Date required: _____
Travel to a location where corporate cards are not accepted	\$ _____ DD/MMM/YYYY
Incidental expenditures	\$ _____
Extended field travel	\$ _____
Other (please specify)	\$ _____
<b>Total advanced requested</b>	<b>\$ _____</b>

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD/MMM/YYYY

Approved by: \_\_\_\_\_ Amount approved \$ \_\_\_\_\_

Name of conference: \_\_\_\_\_ Place: \_\_\_\_\_ Conference Date: \_\_\_\_\_  
DD/MMM/YYYY

ACCOUNTING DETAILS	FAAINVE
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INVOICE DOCUMENT#	VENDOR #	DUE DATE	BANK #
		<small>DD/MMM/YYYY</small>	
	VENDOR INVOICE #		DESCRIPTION

FOAPAL
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FUND	ACCOUNT

ACCOUNTING DETAILS	FGAENCB – COMMITMENT
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ENCUMBRANCE #	NAME OF APPLICANT
DOCUMENT TOTAL	DOC REF #      JOURNAL TYPE

FOAPAL
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FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT

**“TRAVEL REQUEST” FORM MUST BE ATTACHED** \_\_\_\_\_

Financial Services Approval

- NOTES:
- The advance must be requested from the Department of Financial & Administrative Services at least 10 working days prior to the date required.
  - Should this travel not take place, any advance already issued will be returned immediately to the Department of Financial & Administrative Services.
  - The final travel claim should be submitted within 10 days after completion of travel.
  - Do not complete shaded areas of this form.