



# 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

INVOICE DOCUMENT#	VENDOR/STUDENT #	DUE DATE	BANK #
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DD/MMM/YYYY

VENDOR INVOICE #	DESCRIPTION
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### FOAPAL

FUND	ACCOUNT
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### ACCOUNTING DETAILS

### FGAENCB – COMMITMENT

ENCUMBRANCE #	NAME OF APPLICANT
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DOCUMENT TOTAL	DOC REF #	JOURNAL TYPE
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### FOAPAL

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT
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FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT
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**"TRAVEL REQUEST" FORM MUST BE ATTACHED**

Financial Services Approval

### NOTES:

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