



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)

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

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 #
		DD/MMM/YYYY	
	VENDOR INVOICE #		DESCRIPTION

FOAPAL

FUND	ACCOUNT

ACCOUNTING DETAILS	FGAENCB – COMMITMENT
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ENCUMBRANCE #	NAME OF APPLICANT

DOCUMENT TOTAL	DOC REF # JOURNAL TYPE

FOAPAL

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT
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.