

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) 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 / / Mount Approved \$ |
| Name of Conference: Place Conference Date / / / yy |
| ACCOUNTING DETAILS FAAINVE |
| INVOICE DOCUMENT # VENDOR # M M D D Y Y BANK # VENDOR INVOICE # DESCRIPTION FOAPAL FUND ACCOUNT FOAPAL FUND ACCOUNT |
| ACCOUNTING DETAILS FGAENCB – COMMITMENT 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 |

Please forward all copies to Financial & Administrative Services. Copy four will be returned. 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.