



Travel Advance Request and Expense Invoice

Name _____ Date ____/____/____

Position _____

Destination _____

Purpose _____

Others who will accompany _____

Depart _____ / ____ / ____ Return _____ / ____ / ____
Time Date Time Date

Type of Expense	Estimated Cost <small>(To be completed before travel)</small>	Actual Cost <small>(To be completed after travel)</small>
Transportation Public via [] Air [] Rail Agency Vehicle _____ Private Vehicle _____ miles @ \$_____ per mile	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
Lodging _____ nights @ \$_____ per night	\$ _____	\$ _____
Per Diem _____ Travel Days @ \$_____ per day _____ Meeting Days @ \$_____ per day	\$ _____	\$ _____
Taxi	\$ _____	\$ _____
Bridge, Toll and Road Tunnel Fees	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Telephone	\$ _____	\$ _____
Registration Fees	\$ _____	\$ _____
Other (Itemize) _____ _____ _____	\$ _____	\$ _____

Totals \$ _____ \$ _____

Advance \$ _____

Net Due \$ _____

I hereby request approval of travel. I understand that any excess cash and receipts, except per diem and miscellaneous expenses, must be turned in to the Comptroller within thirty (30 days after incurred. Furthermore, I understand that failure to turn in appropriate documentation will result in the outstanding monies being considered taxable income to myself and added to my W-2.

Travel Approved

Employee Signature

Executive Director Date ____/____/____

Purchasing Agent Date ____/____/____