

**ALEXANDER COUNTY**  
**TRAVEL ADVANCE FORM**  
Revised April 2009

Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_

Employee Requesting Advance: \_\_\_\_\_

Date Advance Needed: \_\_\_\_\_

Allocation of Travel Advance to Budget Line Items:

Check Payable to: \_\_\_\_\_

Travel Acct # (Org & Object) \_\_\_\_\_ Amount \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Training Acct # (Org & Object) \_\_\_\_\_ Amount \_\_\_\_\_

Dates of Travel and Purpose of Travel Advance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Use of Travel Advance:

Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Lodging \_\_\_\_\_

Registration Fees \_\_\_\_\_

Total Travel Advance \_\_\_\_\_

**\*\*\*I authorize Alexander County Finance Department to deduct from my payroll check the amount of expenditures not documented by receipts.\*\*\***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head Signature

Upon completion of the travel, the employee will present an approved trip sheet to the Finance Department and return any money advanced in excess of the actual approved expenses within ten (10) working days to the Administration Office for a receipt. The Administration Office will forward the excess travel advance to the Finance Department.