

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.