

**TRAVEL ADVANCE AUTHORIZATION FORM**

EMPLOYEE NAME		TITLE:	
SOCIAL SECURITY NUMBER	ORG NUMBER	AUTHORIZED BY: (Supervisor)	
TRAVEL INFORMATION			
TYPE OF TRAVEL (CHECK ONE): ( ) SINGLE TRIP IN STATE ( ) SINGLE OUT OF STATE ( ) CONTINUOUS TRAVEL ( ) OTHER SPECIFY			
2. PURPOSE OF TRIP			
3. DATE OF TRAVEL		4. DESTINATION	
5. METHOD OF TRAVEL ( ) Private Car ( ) State Car ( ) Commercial Air ( ) State Plane ( ) Other			
ESTIMATED EXPENDITURES (if this authorization is for continuous travel, the estimated expenditures should cover one pay period)			
Type of Expenditure		Anticipated Payment Method	
		Credit Card	Cash
			Total
<b>Meals</b>			
<b>Lodging</b>			
<b>Transportation</b>			
<b>Other Expenses (Specify)</b>			
<b>TOTAL</b>			
<b>AUTHORIZATION</b>		<b>RECEIPT ACKNOWLEDGEMENT</b>	
<p>Your approval requires that if a travel advance is not recoverable from the employee, you are responsible for repaying the Department.</p> <p>Approved by: _____ Supervisor                      Date</p> <hr/> <p>Travel advance in the amount of \$_____ hereby authorized.</p> <p>_____ Agency Fiscal Officer</p>		<p>I hereby acknowledge receipt of this travel advance, and accept full responsibility for the safeguarding and proper accounting for these funds, including lost or stolen funds. I authorized the GDC, the Employee's Credit union, and/or Employee's Retirement System to deduct any outstanding travel advance amounts from my account(s). <b>I ALSO ACKNOWLEDGE THAT THE TRAVEL ADVANCE IS DUE IN FULL WHEN I LEAVE MY PRESENT POSITION.</b></p> <p>Receipt of Check No. _____</p> <p>_____ Employee Signature                      Date</p>	
<b>Comments:</b>		<b>ACCOUNTING SECTION ONLY</b>	
		Posted by: _____	
		Ref. # _____	
		Date: _____	