

TRAVEL EXPENSE ADVANCE

Instructions

Complete the appropriate sections in the table below and attach supporting documentation (e.g. workshop brochure). In the "Dates of Travel" section, indicate the month and day at the top of each column. For each day note the total requested advance by type and write the sum of the row in the "Totals" column. Provide any needed explanations in the "Explanatory Notes" section, including instructions for any amounts to be sent to a vendor. Sign and date the request and forward to your supervisor for approval.

Name: _____

Department: _____

Destination: _____

Account No.: _____

Expenditure	Dates of Travel					Totals
	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	
Air/Bus/Train						
Car Rental						
Taxi						
Mileage Rate: \$.70						
Parking/Tolls						
Lodging						
Telephone						
Registration						
Breakfast Per Diem:						
Lunch Per Diem:						
Dinner Per Diem:						
Other						
Explanatory Notes:				Total Expenditures		
				Less Amount Prepaid (Attach Copy of Advance)		()
				Remit to Me		

I certify that this travel expense advance is for expenses incurred or that will be incurred by me on official City of Paris business and I have not received reimbursement for the amount requested.

Signature: _____

Date: _____

Supervisor Approval: _____

Date: _____

Finance Approval: _____

Date: _____