

Sec. V.B.2 - The travel advance may be requested up to 40 calendar days prior to the beginning of the travel period to ensure receipt of funds.

Travel Expense Form

Date _____

Name of Employee

Title

Department

Travel To: _____ Period: _____ to _____
City, State Date Date

Category & Purpose:

See Travel Auth. form

(1) Expense (Note if expenses are supported by attached receipts)	Amount
Transportation:	\$ _____
Lodging:	\$ _____
Meals:	\$ _____
Tips:	\$ _____
Ground Transportation:	\$ _____
Other Expenses:	\$ _____
(2) Total Expenses:	\$ _____

I, _____, certify that this travel expense account is correct, that the travel was performed on the dates specified for official business only, and that the expenses were for official business.

Submitting Employee's Signature

APPROVED: _____
Agency Director

APPROVED: _____
Appointing Authority Signature

APPROVED: _____
Joseph I. Giarrusso III
Chief Administrative Officer

(3) AMOUNT ADVANCE ON VOUCHER NO. _____ DATED _____ \$ _____

(4) LESS: Total expenses reported in Line 2 above: \$ _____

(5) DIFFERENCE: \$ _____

Excess of line 3 over 4 deposited as per copy of Receiving Warrant No. _____ attached.

SHOULD LINE 4 EXCEED LINE 3 ABOVE, EXPLAIN IN THE SPACE PROVIDED BELOW:

Reimbursement requested for additional funds in connection with expenses in excess of Advance in the Amount \$ _____ requested on Public Voucher Number _____ Dated _____.