

**APPLICATION AND RECORD FOR TRAVEL EXPENSE ADVANCE**

(See instructions on reverse side) P.O. No \_\_\_\_\_

Name: \_\_\_\_\_ Division \_\_\_\_\_  
(Print)

I request travel expense advance for (Date) \_\_\_\_\_

**Estimated Expenditures**

Lodging \_\_\_\_\_  
Meals \_\_\_\_\_  
Transportation \_\_\_\_\_  
Other \_\_\_\_\_  
Total: \_\_\_\_\_  
75% of Total \_\_\_\_\_  
(\$150 Minimum) Advance

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Executive officer \_\_\_\_\_ Date \_\_\_\_\_

**Actual Expenditures**

Lodging \_\_\_\_\_  
Meals \_\_\_\_\_  
Transportation \_\_\_\_\_  
Other \_\_\_\_\_  
Total: \_\_\_\_\_  
Amount Due or Owed \_\_\_\_\_  
\_\_\_\_\_

(All receipts are to be attached to this form)

White - Partial Payment; Yellow - Division Copy; Pink - Final Payment

### TRAVEL EXPENSE ADVANCE PROCEDURE

- 1) The amount of the actual Travel Expense Advance (75% of anticipated expenses) must exceed \$150.
- 2) Travel Expense Advances must be authorized by the Executive Officer, ten days prior to the conference.
- 3) A Travel Expense Advance application must be completed and submitted to the Executive Officer for approval: After the proper approval has been received - the completed original Travel Expense Advance Application, a purchase order for the total anticipated expenses, and a partial payment form for the 75% amount must be submitted to the Purchasing Agent.
- 4) A check will be issued for the advance, if, requested. Advance is 75% of the total anticipated expenditure, otherwise, the request will be adjusted accordingly. Advance check and Travel, Expense form will be returned to applicant.
- 5) Upon return from the conference, the traveler must complete the actual expenditure section of the Travel Expense form. If the advance was LESS than the amount due a final payment (pink copy) will be completed by the Division and forwarded to Accounts Payable for processing.
- 6) In the event the advance was more than the amount due the Individual must return the excess by personal check to the Treasurer of the District. The check should be made out to the Albany-Schoharie-Schenectady-Saratoga B.O.C.E.S. Such refunds would be treated as an abatement against the amount charged at the time the check for the advance has been drawn.
- 7) Near the close of the fiscal year, a slight modification of this of this procedure may be required. If the travel expense advance was made too late for the individual to submit his claim for reimbursement before the end of the fiscal year, the total amount of the advance would appear in the financial records as an expenditure. In this event, any additional payment would constitute an expenditure in the succeeding year, while any refund would appear as a revenue in the succeeding year.