

**Alabama Southern Community College
Travel Advance Request**

The following is an estimate of travel expenses for the period

_____ , 20____ through _____ , 20____

Reason for travel: _____

Destination: _____

Transportation Cost:

Airplane Fare: _____

Airport Parking: _____

Mileage (Car): _____

Food & Lodging:

Food (No. of meals _____) _____

Lodging (No. of nights _____) _____

Miscellaneous Items:

Registration Fee: _____

Other: _____

Total Estimated Cost:

Signature of Traveler

Date

Signature of Department/Division Chair

Date

Signature of Dean

Date

Vendor Number:

Business Office

Date

GL Code:

MEMORANDUM

Reference: Registration/Travel Prepayment

By my signature below, I certify that my permission is given to payroll deduct any prepayments for travel that are not properly documented and receipted. I also understand that since prepayments of registration fees, airline tickets, travel advances, etc., are not considered to be legal expenditures by State Examiners, any prepayment of scheduled travel where the travel does not occur will result in liability to me, the individual who received/requested the prepayment. The College may choose to payroll deduct this amount if I do not resolve this liability.

Employee Signature

Date

Purpose of Travel

Date of Travel

Amount Prepaid

Sworn to and subscribed before me this

_____ Day of _____, 20_____.

Notary Public