

**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

**Approved:**

\_\_\_\_\_  
Business Office

**Vendor Number:** \_\_\_\_\_

\_\_\_\_\_  
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