

**ADVANCE TRAVEL REPORT**

(Form needs completed prior to taking trip.)

Name \_\_\_\_\_ Purpose of Trip \_\_\_\_\_

Date	Daily Itinerary		Daily total	1 <sup>st</sup> Day of Travel (75% of Daily Total)	Last Day of Travel (75% of Daily Total)	Enter Total for Each Day Traveled
	Departure	Arrival				
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					
	Place					
	Time					

<b>Other Expenses</b>		Total for Daily Totals _____
Mileage _____	Taxi _____	Total for Other Expenses _____
Parking _____	Luggage Storage _____	
Total Other Expenses: _____		<b>TOTAL AMOUNT REQUESTED</b> _____

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

## **Travel Advance Report Instructions**

### **Name**

Traveler

### **Purpose of Trip**

Insert the Conference/Workshop Title that was attended.

### **Date**

Insert each day the traveler was gone.

### **Daily Itinerary**

Departure – Place & Time – insert the town and time the traveler is starting their travels from.

Arrival – Place & Time – insert the town and time the traveler will reach their destination.

These are completed on the first and last day of traveling.

If the traveler is staying more than the arrival and departure days, complete the Date and the Place with the destination the traveler is staying at.

### **Daily Totals**

Check with the Fiscal Officer for the daily total rate assigned to the traveler's destination town/state. Enter the Daily Total for all days traveling.

### **1<sup>st</sup> Day of Travel**

Enter the daily total amount for travel X 75% and enter that amount under this column heading.

### **Last Day of Travel**

Enter the daily total amount for travel X 75% and enter that amount under this column heading.

### **Enter Total for Each Day Traveled**

Enter the daily total amounts for each day traveling under this column.

### **Total Other Expenses**

#### **(Left hand side of form)**

The traveler will need to determine if they wish to be advanced any of these expenses. The traveler will need to estimate as close as they can to what these expenses could cost during their trip/stay. Enter the total by each corresponding expense. Upon listing all expenses by each category, total the Other Expense Category. Then insert this total on the right hand side of the form under Total Other Expenses.

### **Total Amount Requested**

Add the lines of Total Daily Totals and Total Other Expenses and insert that total on the Total Amount Requested.