



Travel Request Advance

Date Submitted _____

Traveler Information				Purchase Card Holder <input type="checkbox"/>	
Traveler Name		Emp. No.	Traveler Location		
Trip Description/ Purpose		Project Name	Project/ Charge Code (s)		
Start Date	End Date	Duration	Destination City	Destination State	

Preferred Flight Information				Round Trip <input type="checkbox"/>		
Dep. Date	Dep. Time	Departing From	Airline	Flight No.	Arriving To	Arr. Time

Preferred Rental Car Information		Rental Car Needed <input type="checkbox"/>		
Pick-up Date	Pick-Up Time	Pick-Up Location (City, State)	Drop-off Date	Drop-Off Time
No. of Passengers: _____		Special Information _____		

Preferred Lodging Information			Gov't ID Holder <input type="checkbox"/>	
Check-In Date	City, State	Preferred Hotel (s)	Check-Out Date	
Special Instructions: _____				

Additional Itinerary Information						
Transportation Mode	Dep. Date	Location Departing	Location Arriving	Arr. Date	Justification	
Notes: _____						

Travel Advance Information				Initials										
Please fill only the Date Advance Needed, Misc Expense Section and Special Instructions (if necessary).														
0 Days	0 Nights	0.00 Max Lodging Rate	0.00 M & IE Rate	0.00 =	2 (Travel Days) x 75% x 0.00									
				0.00 =	0 (Non-Travel) days x 0.00									
				0.00 =	0 Nights x 0.00									
				0.00 =	Misc Expense Description: _____									
<table border="1" style="width:100%;"> <tr> <td>Mail Advance to:</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>				Mail Advance to:			<table border="1" style="width:100%;"> <tr> <td>Gross Advance</td> <td>0.00</td> </tr> <tr> <td>20% -</td> <td>0.00</td> </tr> <tr> <td>Net Advance</td> <td>0.00</td> </tr> </table>		Gross Advance	0.00	20% -	0.00	Net Advance	0.00
Mail Advance to:														
Gross Advance	0.00													
20% -	0.00													
Net Advance	0.00													
Advance Needed _____				<input type="checkbox"/> This advance is an extension.										
		1020-010-04 G/L Account												
<small>repaid to Alutiig LLC, and the importance of submitting my expense report for the trip as soon as possible after my return, and I hereby authorize Alutiig LLC to deduct any outstanding travel advance from my regular pay should I not reimburse Alutiig LLC in a timely manner." **All Checks will be mailed to the requesting office location unless otherwise directed in special instructions.</small>														

 Traveler Signature/Date
 Enter Traveler's Name

 Print Traveler's Name

 Supervisor Signature/Date

 Print Supervisor's Name/Title