

**MADISON COUNTY SCHOOL DISTRICT
REQUEST FOR EMPLOYEE TRAVEL ADVANCE**

Board Policy DJDA allows travel advances for in-state travel, lodging only, and out-of-state travel.

All travel advances for employee travel shall only be made from funds that may legally make expenditure for the purpose of the official travel on the condition that sufficient funds are available to support the related travel expenditures. All travel advances will be requested on this form. Travel advances shall not be made without submission of a complete form that has been reviewed and approved by the employee's supervisor or school principal.

Travel advances shall only be made on the normal accounts payable processing date immediately preceding the travel date.

Travel advances of less than \$100 shall not be made. Travel advances for in-state travel shall not be for more than the estimated cost of the hotel. Advances for out-of-state travel shall not be for more than the total estimated cost of the trip less any items that have been pre-paid by the District.

All travel advances shall be settled within two calendar weeks after the employee returns from the trip. The official District travel voucher shall be used to settle all travel advances.

Employee Name: _____ Employee Location: _____

Address: _____ Soc. Sec. #: _____

_____ Conference: _____

Travel Dates: _____ to _____ Destination: _____

Method of Travel: Automobile Air Other _____

Calculation of Travel Advance

Estimated Cost of Lodging: \$ _____ Send Check To School

Estimated Cost of Meals \$ _____ Mail Check To Home

Estimated Cost of Travel \$ _____ (.445 per mile)

Registration Fees \$ _____

Estimated Cost of Public Transportation \$ _____ (airline tickets)

Total Est. Travel Costs \$ _____

Less Pre-Paid Items \$(_____)

Less Est. Cost Travel \$(_____)

Travel Advance Requested \$ _____ (in state, lodging only)

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Employee Signature: _____ Date: _____

Supervisor/Principal Approval: _____ Date: _____

Finance Review & Approval: _____ Date: _____

ATTACH TO CHECK REQUEST FORM BEFORE SUBMISSION FOR PROCESSING