

Quincy School District #144

Policy Agreement for Advance Travel

Date _____

Name _____ Building _____

Destination _____

Purpose of Travel _____

Departure Date _____ Return Date _____

Amount Requested _____ **MUST exceed \$100 & include an overnight stay to qualify.**

For Accounting Use Only

DO Initial _____ Check # _____ Date _____ Check Available Date: _____

Policy for Advance Travel Revolving Fund

1. Intended for staff who wouldn't be able to travel without an advance for expenses.

2. Requests cannot be approved without this form being signed and dated and on file at the District Office.

3. **Before Travel:**

- Request for advance travel funds must be turned into the District Office **NO LATER** than ten (10) business days prior to the travel date.

4. Requests for advance travel expense **must be** for an **overnight** stay, as well as expected expenses **over \$100.00**.

5. Advance Travel checks may be picked up at the District Office front desk (119 J Street SW) at noon on the day before departure, call to confirm availability.

6. **Upon Return:**

- **On or before the 10th business day following the last day of travel, the applicant must submit an expense reimbursement in Skyward.** An agenda and receipt for all expenses other than mileage and meals must be attached to the paper copy of the expense reimbursement out of Skyward and send it to the District Office.
 - If all of the approved advance travel funds were not used, a refund of the difference of the advance must be attached to the paper copy of the expense reimbursement form that is submitted to the District Office.
 - If more expenses were incurred than was advanced, the difference may be reimbursed in the next check run if approved by the District and receipts and/or other appropriate documents are submitted.

7. The District has a prior lien against and the right to withhold any and all funds payable to or to become payable to any person to whom an advance has been given.

8. **No advance will be made** to any person who is or has been delinquent in turning in return paperwork or repaying a prior advance.

I understand and hereby agree to all the above terms and conditions.

Applicant Signature _____ Date _____

Name of whom approved your travel: _____