

Travel Advance Request

Please make an electronic copy of this document, fill it out, and share it with Evelyn Gilliam and your PD chair.

Your Name:

Your Building:

Name of the Event:

Date of the Event:

In the information below, please ONLY include the amount(s) related to the advance request. For example-Your building PD is paying for the registration and meals, but you only need an advance for the meals, please only include the meals in the table below. All other expenses should be listed on the School Business Google form with an indication of how it will be funded.

All advance requests must be submitted 8 weeks PRIOR to the event.

Estimated Expenditures	
Transportation	
Lodging	
Travel	
Meals: Up to \$25/day without receipts Up to \$35/day with receipts	
Registration	
Other (Please Explain)	
Total Advance Amount Requested	

Other Information/Comments: