

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
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DEPARTMENT OF EDUCATION
OFFICE OF THE COMMISSIONER
1834 KONGENS GADE
CHARLOTTE AMALIE, ST. THOMAS, U.S. VIRGIN ISLANDS 00802-6746
CASH ADVANCE FOR TRAVEL

Date of Request: _____

I hereby apply for a cash advance in the amount of \$ 2,292.00 against travel authorization number, GTR- _____ dated _____ to help defray expenses while attending _____

Scheduled Departure Date: _____

March 14, 2022

Scheduled Return Date: _____

March 18, 2022

I also agree to account for all expenditures by submitting my travel voucher to the Business Office within five (5) days of my scheduled return date.

Name: _____ Signature _____

Position/Title: _____

Traveler's Contact Info:

Name:	Jane Doe
Address:	P.O. Box 8685
	St. Thomas VI 00801
Contact #	340-333-3333
Email Address:	jane.doe@vide.vi
Vendor #	123652578

Calculation of Cash Advance:

Category	Cost per Day	No. Of Days	Total Cost for Duration of Trip	Cash Advance
All Categories			\$2,292.00	\$2,292.00
Hotel	\$201.00	4	\$804.00	\$804.00
			\$0.00	\$0.00
			\$0.00	\$0.00
Taxes and fees	\$ 22.000	4	\$88.00	88.00
Meals	\$75.00	4	\$300.00	\$300.00
Ground Transportation	\$100.00	1	\$100.00	\$100.00
Registration**	\$1,000.00	1	\$1,000.00	\$1,000.00

*** Paid at 100%

Chargeable to account:

Org Code	Object Code	Project Code	Prog

APPROVED/DISAPPROVED

Commissioner of Education

DATE