



THE LOVETT SCHOOL  
**Travel Advance Request**

Employee Name:	
Amount of advance requested:	Date Advance Needed:
Purpose of travel:	
Date Leaving:	Date Returning:
Account #	
Other Comments:	

This travel advance is a School service to employees to cover out-of-pocket travel expenses that are expected to be reimbursed to the employee from School accounts. It is not provided for expenses that can be charged on a School direct billing or paid directly by the departmental credit card. I understand that I must return any unused money to the Business Office immediately upon return from the trip and submit receipts on a EMPLOYEE TRAVEL EXPENSE REPORT substantiating the advance within 30 days after completion of the trip. In the event that I fail to repay the advance, I agree that the School may deduct the outstanding advance from my next paycheck. *Please refer to PO-2 Travel Advances for complete policy requirements.*

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIVISION HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTROLLER

\_\_\_\_\_  
DATE

<b>Business Office Use:</b>	<b>Accounts Payable:</b>	<b>Receipts Due to Business Office By:</b>	<b>Travel Advance Coding:</b>
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