|  |  |  |  |
| --- | --- | --- | --- |
| **PLEASE NOTE: Use this form for CASH ADVANCES ONLY.****Do not use for Reservation/ Registration or Admission fees.** | CASH ADVANCE REQUEST FORM**North East School** **District****North East, PA** | **Date:** |  |
| **CHECK PAYABLE TO:** |  | **REQUESTED BY:** |  |
| **ADDRESS:** | **(Employee)** |  **ZIP:**  |       |
|  |
| **NAME OF CONFERENCE/FIELD TRIP:**  |  | **DATE OF TRIP:**  |  |
| **DESTINATION:**  |  |
| **Mileage**  |  | @ | .585¢ |  | Amount |  | **REMINDER: All travel receipts must be attached to the travel reimbursement request form (pink) following completion of trip.**  |
| $ |       |
| **Other Travel Expenses…………………..** | $ |       |
| **Meals………………………………………..** | $ |       |
| **Room………………………………………..** | $ |       | **APPROVAL:**  |  |
| **Miscellaneous………………………………** | $ |       |  |
| **TOTAL…………………………………...** | $ |       | **APPROVAL:** |  |
| Advance Requested? | Yes |   | No |   |  |  |
| **PO #/Account #:** |  |
| Amount of Advance Allowed – 75%……... | $ |       | **Date Approved:** |  |
| Revised January 2021 |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PLEASE NOTE: Use this form for CASH ADVANCES ONLY.****Do not use for Reservation/ Registration or Admission fees.** | CASH ADVANCE REQUEST FORM**North East School** **District****North East, PA** | **Date:** |  |
| **CHECK PAYABLE TO:** |  | **REQUESTED BY:** |  |
| **ADDRESS:** | **(Employee)** |  **ZIP:**  |       |
|  |
| **NAME OF CONFERENCE/FIELD TRIP:**  |  | **DATE OF TRIP:**  |  |
| **DESTINATION:**  |  |
| **Mileage**  |  | @ | .585¢ |  | Amount |  | **REMINDER: All travel receipts must be attached to the travel reimbursement request form (pink) following completion of trip.**  |
| $ |       |
| **Other Travel Expenses…………………..** | $ |       |
| **Meals………………………………………..** | $ |       |
| **Room………………………………………..** | $ |       | **APPROVAL:**  |  |
| **Miscellaneous………………………………** | $ |       |  |
| **TOTAL…………………………………...** | $ |       | **APPROVAL:** |  |
| Advance Requested? | Yes |   | No |   |  |  |  |
| **PO #/Account #:** |  |
| Amount of Advance Allowed – 75%……... | $ |       | **Date Approved:** |  |
| **Revised January 2021** |  |  |  |  |  |

 (Blue Form)