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| **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 | | | | | | | | | | | | |  | |  |  |  | | | | |  | | | | |

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| **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)