\Users\cluke\Downloads\\CashAdvanceRequestForm (1).docx		
PLEASE NOTE: Use this form for CASH ADVANCES ONLY.	H ADVANCE REQUES	
Do not use for Reservation/	North East School Dist	
Registration or Admission fees.	North East, PA	<b>Date:</b>
CHECK PAYABLE TO:		REQUESTED RV.
CHECK TATABLE TO.	(Employee)	REQUESTED BY:
ADDRESS:		ZIP:
NAME OF CONFERENCE/FIELD TRIP:		DATE OF TRIP:
DESTINATION:		
DESTINATION:	<u>Amount</u>	
Mileage @655¢_		<b>REMINDER:</b> All travel receipts
		must be attached to the travel
Other Travel Expenses	\$	reimbursement request form
Meals	\$	(pink) following completion of trip.
_		
Room	\$	APPROVAL:
Miscellaneous	\$	
TOTAL	\$	APPROVAL:
Advance Requested? Yes No		PO #/Account #:
Amount of Advance Allowed – 75% Revised June 2023	\$	Date Approved:
Revised Julie 2023		(Blue Form)
PLEASE NOTE: Use this form	H ADVANCE REQUES	
for CASH ADVANCES ONLY.	North East School Dist	
Do not use for Reservation/ Registration or Admission fees.	North East, PA	Date:
	•	
CHECK PAYABLE TO:	(Employee)	REQUESTED BY:
	• •	
ADDRESS:		ZIP:
NAME OF CONFERENCE/FIELD TRIP:		DATE OF TRIP:
DESTINATION:	Amount	
N41 @ 6554		REMINDER: All travel receipts
Mileage @655¢	\$	must be attached to the travel
Other Travel Expenses	\$	reimbursement request form
		(pink) following completion of trip.
Meals	\$	
Room	\$	APPROVAL:

APPROVAL:

PO #/Account #:

Date Approved:

Revised June 2023

Miscellaneous...... \$ \_\_\_\_\_

TOTAL.....\$

Amount of Advance Allowed – 75%......\$

Advance Requested? Yes \_\_\_\_ No \_\_\_\_