

# REQUEST FOR TRAVEL EXPENSE ADVANCE

To: Gaines County Auditor

Please issue a check in the amount of \$ \_\_\_\_\_ to \_\_\_\_\_  
(Print Name of Traveler)

for a travel advance. Please break down the dollar amount requested for each authorized category. **(Also attach the conference agenda, hotel information including number of days and rate, and a map from Google or MapQuest showing the shortest, most direct route to the conference hotel.)**

mileage (.565 cents/mile) \_\_\_\_\_, hotel \_\_\_\_\_, per diem \_\_\_\_\_:

\_\_\_\_\_  
(Reason for Travel)  
for which travel will commence on \_\_\_\_\_ with return on \_\_\_\_\_, 20\_\_\*\*. Charge the advance to \_\_\_\_\_, \_\_\_\_\_  
(Department) (Budget Line Item)

The undersigned understands that within seven (7) days of the above return date, the traveler must submit a County Expense Report complete with all Receipts and return the unused portion of the advance in the form of a check or cash for receipt by the Treasurer and credit to the account charged. The undersigned further understands that if such report is not submitted, whether or not there is a balance due the County, the entire amount of the advance shall be deducted from the traveler's next paycheck and the County Expense Report, if and when it is eventually submitted, shall be treated as though no expense advance was granted. Such payroll deduction shall be credited to the account from which the advance was debited.

**Request by:**

**Approved by:**

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Official/Department Head Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**\*\*Note:** The expense advance policy is intended for travel, meals and hotel expenses related to conferences, schools or other events of several days duration – not motor trips for one or two days. Please do not submit this form sooner than fifteen working days prior to the date of departure (exception if the departure date is on a court date, then all planning should take place in time for the prior court and the check will be held in the Auditor's Office until the Friday before travel) and no later than 12:00 noon on the Monday before Commissioners Court meetings when accounts payable are approved – usually the second and fourth Monday of each month. Holidays or other circumstances may affect the deadline or the meeting schedule.

## FOR USE BY AUDITOR AND TREASURER:

Check number \_\_\_\_\_ issued on \_\_\_\_\_.

Date expense report due: \_\_\_\_\_.

Date expense report received and verified correct: \_\_\_\_\_ or

this Authorization for Payroll Deduction forwarded to the Gaines County Treasurer for further action on Date of: \_\_\_\_\_.