

AGENCY ACCOUNTS TRAVEL ADVANCE/TRAVEL REIMBURSEMENT

Agency Account Number _____ Today's Date _____

Club Name (for Sport Clubs) _____

Purpose of Trip _____ Destination _____

Number of Travelers (Attach a list of names to this form) _____

Date of Departure _____ Date of Return _____

Projected Cost

Transportation

Airfare _____
Taxi/Bus _____
Tolls _____
Parking _____
Gas _____
Total Transportation: _____

Meals & Lodging

Breakfast _____
Lunch _____
Dinner _____
Lodging _____
_____ nights x _____ rooms x _____ per night
Total Meals & Lodging: _____

Registration Fees _____

Other _____
Be specific

Total Amount Requested _____

***MAKE CHECK PAYABLE TO:**

Name _____
Address _____

Submitted By _____
(Print Name)

(Signature/Date)

Club Treasurer _____
(Signature/Date)

Agency Account Administrator _____
(Signature/Date) If the advance is for the administrator obtain another signature

Be sure to obtain a copy of the tax exempt form before your trip, as New York State sales tax is neither chargeable to nor reimbursable from your account.

You must request receipts for all appropriate expenses. After your return a travel receipt summary form must be completed and returned to the ASC office within 5 working days. In the case of a travel advance, if you do not return receipts for all expenses and any left over cash, you will be responsible for the difference.

*For all travel related payments, one check will be issued to primary person in charge of trip.

For Travel ADVANCE, this form must be submitted at least 14 days prior to travel