Travel Advance Form

(Only Section I of ASC’s Travel Authorization and Expense Form)

This form needs to be completed **30 days prior to travel** if requesting an advance along with the TA and appropriate quotes for items requesting an advance (i.e. lodging, registration, airfare)

1. Complete traveler’s information
2. Indicate Project # to be charged the advance and the expense
3. Indicate departure date and return and purpose of trip
4. Indicate amounts requesting for advance
5. Obtain appropriate signatures
Travel Expense Claim Form

This form needs to be completed **30 days upon return of travel**.

1. Complete traveler information
2. Complete departure date and location and return date and location
3. Indicate project # to charge this expense
4. If advance was taken indicate those amounts
5. Indicate each expense
   a. i.e. airfare, lodging, registration, meals, mileage, tolls, etc
6. Indicate where the check should be mailed for reimbursement
7. Obtain appropriate signatures

*** Attached to this form should be the following:

- Agenda for conference or meeting
- Original itemized receipts for every expense
- If mileage is claimed - printouts of Mapquest or Googlemaps
- Airfare itinerary