



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

Date: _____

To: Director of Finance

Through: _____ Budget holder

From: _____ School/Department

Re: Travel advance authorization and approval

I am requesting a travel advance in the amount of _____ for the purpose of _____ on the

following dates _____

The estimated expenses for this trip are detailed below:

Travel \$ _____

Tuition/Registration \$ _____

Lodging \$ _____

Meals \$ _____

Other \$ _____

Total travel advance requested \$ _____

Print Traveler Name _____ Badge No. _____

Signature of traveler _____

Approved by _____
Budget Holder

Approved by _____
Director of Finance

Budget Codes					
Fund	Department	Unit	Object	Activity	Function
			3401		

This travel advance is going to be paid through payroll. It is possible that it may take as much as two weeks to receive these funds, depending on the pay cycle.

Financial Services