

MILES COLLEGE
BIRMINGHAM, AL 35208

REQUEST FOR TRAVEL ADVANCE

Date _____

TRAVEL ADVANCE SHOULD BE REQUESTED SEVEN (7) DAYS PRIOR TO DEPARTURE DATE.

DESTINATION _____

PURPOSE OF TRAVEL ADVANCE _____

DATE _____ THROUGH _____ # OF DAYS _____

ESTIMATE OF EXPENSES:

AIR FARE	_____	_____	\$ _____
MILEAGE	_____	X _____	_____
PER DIEM	_____	X _____	_____
	_____	X _____	_____
REGISTRATION			_____
PARKING			_____
OTHER			_____
TOTAL			\$ _____

ORIGINATOR

CHAIRMAN/ADMINISTRATOR

APPROVED

DEAN/DIRECTOR

DISAPPROVED

BUSINESS MANAGER

A properly approved travel expense report is due in the Business Office within three (3) working days after payee's return to campus.

A second travel advance is not possible until settlement for the previous advance is made.