



Miles College Title III Program

REQUEST FOR TRAVEL ADVANCE

*TRAVEL ADVANCE SHOULD BE REQUESTED FOURTEEN (14) DAYS PRIOR TO DEPARTURE DATE.
A PROPERLY APPROVED TRAVEL EXPENSE REPORT IS DUE IN THE BUSINESS OFFICE AND TITLE III OFFICE
WITHIN SEVEN (7) WORKING DAYS AFTER PAYEE'S RETURN TO CAMPUS.*

Date: _____

DESTINATION: _____

PURPOSE OF TRAVEL ADVANCE:

TRAVEL DATES: _____ THROUGH _____ # OF DAYS _____

ESTIMATE OF EXPENSES:

AIRFARE	_____		_____	\$	_____
MILEAGE	_____	X	_____	\$	_____
PER DIEM	_____	X	_____	\$	_____
LODGING	_____	X	_____	\$	_____
			REGISTRATION	\$	_____
			PARKING	\$	_____
			OTHER	\$	_____
			TOTAL	\$	_____

ACTIVITY: _____

HOW DOES THIS TRIP MEET THE GOALS AND OBJECTIVE OF THE ACTIVITY?

(Attach event brochure, flyer or application)

SIGNATURE: _____

DATE: _____

DEPT CHAIRMAN: _____

DATE: _____

ACTIVITY DIRECTOR: _____

DATE: _____

TITLE III PROGRAM MANAGER/DIRECTOR: _____

DATE: _____