

JSCC Travel Advance Request

☐ Blanket Travel

☐ One time Travel

Travel Advance Requirements:

*Faculty and staff may request an advance of 80% of estimated travel expenses if total expenses exceed \$100.00.

*Faculty and staff travel must include an overnight stay.

*Student/Group travel may receive 100% of estimated travel expenses.

*Documentation supporting expenses (hotel, airfare, lodging, etc.) must be submitted with Travel Advance Request.

Mileage

Travel Destination :

Lodging

Travel Dates:

Meals

to

Airline/Other

Travel Dates :

Total estimated expenses \$

80% of Total \$

PAYROLL DEDUCTION AUTHORIZATION AND FINANCIAL NEED:

The advanced cash outlay required for this trip places a financial burden on me. For that reason, I am requesting a travel advance. I authorize JSCC to deduct funds from my payroll check in the event of my failure to submit a travel claim and/or repay JSCC for funds advanced in excess of allowable travel expenses, or in the event of termination of my employment. I acknowledge I have read and agree with the contents of this statement. _____ (Initials Required)

Printed Name of Person Traveling

Signature of Person Traveling

Date

Date

Signature of Vice President of Financial and Administrative Affairs

Date