

# BERRY COLLEGE

## APPROVAL OF TRAVEL OR CASH ADVANCE

Employee Name \_\_\_\_\_ Dept. No. \_\_\_\_\_ No. \_\_\_\_\_

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### CASH ADVANCE

Complete and present to cashier to receive a cash advance or check **two days prior to the date needed.**

Reason for advance: \_\_\_\_\_

Date needed: \_\_\_\_\_ Amount \_\_\_\_\_

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### APPROVAL OF TRAVEL

Inclusive dates of trip: \_\_\_\_\_ through \_\_\_\_\_

Destination: \_\_\_\_\_

Residence at destination: \_\_\_\_\_ Telephone: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Method of travel: \_\_\_\_\_

Estimate of expenses:

Total transportation . . . . . \$ \_\_\_\_\_

Meals and lodging . . . . . \$ \_\_\_\_\_

Other . . . . . \$ \_\_\_\_\_

Total estimated expense . . . . . \$ \_\_\_\_\_

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*I understand an expense voucher must be submitted to the Business Office within seven (7) working days after the date of use or return from travel or the FULL AMOUNT will be PAYROLL DEDUCTED!*

Approved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Official