ROCKY MOUNTAIN COLLEGE

## Travel Advance Request Form

*Please Print*

Employee: _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Amount of Travel Advance: _____

Date check is needed *(if different from departure date)*: _____

Charge to Budget Number: _____

Travel Destination: _____

Reason for Trip: _____

_____

**Expense report will be turned in to the Business Office by this date: _____**
***(within ten days of return)***

If my Expense Report is not turned in within *ten days after I return from my trip*, I authorize RMC to deduct this advance from my next paycheck.

_____

Employee Signature Date

_____

VP Signature Date

_____

Budget Office Signature Date