



TRAVEL ADVANCE COMPLETION AGREEMENT

Name _____

Phone # _____ Dates of Travel _____

Travel advances are given to cover the anticipated expenses of traveling on official business. These monies are taken from a submission of the travel voucher. The State requires that these expenses be promptly and completely accounted for.

In order to assure that this fund has a balance available for future use, it is required that reimbursement for travel be submitted within 10 days of the completion of the trip. Failure to do so will cause your next paycheck following this date to be held until the travel voucher has been submitted to the Accounts Payable Department.

Signature

Date