State of New York OFFICE OF THE STATE COMPTROLLER

APPLICATION AND RECORD FOR TRAVEL ADVANCE

								Account No.				
<u>APPLICATIO</u>	N FOR ADVAN	ICE (To be con	npleted by trav	eler and super	visor)							
Name (Print)			Soci	Social Security Number				Business Phone Number				
Division				Bureau or Unit								
I request a tra	avel advance fo	or:										
Continuing travel·····												
Occasional travel of				days' duration\$								
	avel:											
Travel dates:												
Destination:												
Disposition o	f check:											
· .												
I have read a	nd consent to the	he terms and c	onditions set fo	orth on the reve	erse side of	this f	orm.					
		Si	gnature of App	licant		-			Date			
Approved by	' :											
Signature				e of Supervisor				Date				
RECORD OF	ADVANCE(S)/	REIMBURSEN	MENT(S) (To b	pe completed b	v Finance (Office)					
				OF ADVANCE(S)	•		,					
Agency Action			Signa	Signature of Applicant			Retu	Returned				
T.A. Check No.	Date	Amt. Adv.	Rece	eipt Acknowledged		Da	ate		Amount		Balance	
	•		PECOPD (OF REIMBURSEME	INIT/O)							
Travel	Reimbursement	Amt. Due	Date	Comptroller's			Paid		Date		Amount	
Voucher No.	Check No.	Adv. for Tr. Acct.	Sent to OSC	Amount Paid	Amount Rejected			rec'd from : No. Employee			rec'd from Employee	

AGREEMENT

In consideration of the amount received by me from the State of New York as an advance for travel expenses to be incurred by me in the performance of my duties, in accordance with the Rules and Regulations of the Office of the State Comptroller, I hereby agree:

- a. to account promptly and completely for the money advanced to me;
- b. in the event of my resignation or separation from the service of the State or failure to account, the State of New York shall be immediately entitled to the return of the sum advanced to me or any part thereof.
- c. The State may deduct said amount from any monies due or accruing to me from the State, at the time of my resignation, separation, transfer to non-travel status, or failure to account. If there are not sufficient monies due or accruing to me from the State at the time of my resignation or separation, or if I shall fail to promptly account, the State may enter judgement against me without further notice to me for the sum still owing by me to the State of New York, as certified to the Office of the State Comptroller by the issuing officer or my agency.