



OUT OF AREA TRAVEL APPROVAL REQUEST

INSTRUCTIONS: Expense for business travel is expected to be reasonable, beneficial to program operations and carefully managed by administration. The traveler or designated staff is responsible for submitting this form and the related agenda to the program and executive directors for prior authorization before registration is submitted or reservations made. After prior approvals obtained, attach this form to your Out of Area Travel Advance Request. Use one form per traveler.

Date	
Traveler's Name	
Program/Job Title	
Destination City and State	
Purpose of Trip	
Departure Date	
Return Date	
What forms of payment will be accepted by the hotel?	

ESTIMATED TRAVEL COST

Conference Registration	
Ground Travel __ Personal or __ Company Car	
Airfare	
Baggage Fees	
Shuttle/Taxi	
Rental Car	
Parking	
Lodging/Hotel	
Food	
Total Costs	

Funds are available in budget and training is deemed reasonable and beneficial

Program Director Approval

Date

Executive Director Approval

Date

OUT OF AREA TRAVEL ADVANCE REQUEST

Travel Advance Request Due to Accounting Department Ten (10) Days Prior to Travel. YVEDDI's Dress Code, Code Of Ethics, Employee Behavior And Travel Policies And Procedures Must Be Adhered To On All Business Trips

I. PREPAYMENTS *(prior to traveling)*

	Form of Payment (check or credit card)	Amount	Name and Address of Payee (if sending check)
Registration		\$	
Airline		\$	
Hotel		\$	
Hotel	# Nights		
	Actual hotel nightly rate _____ x _____ = \$ _____		
	Actual hotel nightly rate _____ x _____ = \$ _____		
	<i>(Use 2nd line if hotel rate changes during stay, i.e. different weekend rate)</i>		

Special Notes or Comments: _____

Complete a REQUEST / INVOICE FOR CHECK to Reconcile Each Credit Card Charge

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II. GROUND TRAVEL

Company car? _____, Or personal car .50 cents x miles _____ = \$ _____
Shuttle/Taxi..... = \$ _____
Parking..... = \$ _____
Total Ground Travel.....\$ _____

III. FOOD

(\$42 in state, \$49 out of state; one full day of per diem for each night spent out of town; one half of per diem on day of return)

Rate _____ x days _____ = \$ _____
Return day - 1/2 Rate of 1 day = \$ _____

Total Food.....\$ _____

I am requesting a per diem check advance (Ground Travel and Food) in the amount of \$ _____

TRAVEL ADVANCE AND RECONCILIATION

I understand that I must submit a travel claim within 15 days after completion of the trip with remittance of any balance due YVEDDI, and that no future advances will be processed until this advance is cleared. If no travel claim is submitted, I will be liable for the full amount of any travel advance I received, plus any subsequent collection costs, through payroll deductions. I further understand that YVEDDI will not be responsible for personal travel expenses.

APPROVALS

Travelers Signature/Date

Program Director/Date

Executive Director/Date

Finance Director/Date