

COUNTY OF ERIE TRAVEL ADVANCE REQUEST

ACCOUNTS PAYABLE AUTHORIZATION

MANUAL CHECK

Batch # _____	Index # _____	Date _____
GENERAL ACCOUNTING USE ONLY		CHECK _____
Vendor Number _____	Vendor Name _____	
Invoice # In - _____	Description _____	
Invoice Total _____		
Detail		
Tran Code	Amount	Account Number
101	_____	--- -- --
101	_____	--- -- --
Department _____		Destination _____
Purpose _____		
Departure _____		Return _____
Advance _____		Advance Consists of: (Must be completed)
		Lodging _____
		Training _____
		Meals _____
		Other (Specify) _____
Date Needed _____		
Time Needed _____		
		Total _____
Approved By _____		_____
Department Head		Date
_____		_____
Director of Finance		Date

All requests must be submitted at least 10 days prior to departure unless of an EMERGENCY nature. ALL advances must be accounted for WITHIN 72 HOURS OF RETURN by filing a Travel Expense Report with the Director of Finance.