

**TRAVEL ADVANCE FORM
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, N.C.
REQUEST FOR APPROVAL OF TRAVEL EXPENSES**

EMPLOYEE NAME : _____ DIVISION/DEPARTMENT: _____
 DESTINATION: _____ TYPE OF TRANSPORTATION: _____

EXPENSE ESTIMATE	TRANSPORTATION: \$ _____	EST. DATE & TIME OF DEPARTURE	NUMBER OF PREVIOUS TRIPS
	LODGING: \$ _____	Date: _____ Time: _____	IN PAST 12 MOS. _____
	REGISTRATIONS: \$ _____	EST. DATE & TIME OF RETURN	
	MEALS, TIPS, LOCAL TRAVEL _____ DAYS @ \$ _____	Date: _____ Time: _____	
TOTAL EXPENSES: \$ _____	SECTION 8 PUBLIC HOUSING	CHARGE TO: OTHER	
	FUND	BUDGET ACCOUNT #	-- -- -- --

PURPOSE OF TRIP

APPROVALS <small>WRITE NOT REQUIRED ON ANY BLOCK WHERE APPROVAL IS NOT NEEDED.</small>	SIGNATURE OF EMPLOYEE:	PRESIDENT/CEO:	AMOUNT APPROVED:
	X _____ DEPARTMENT HEAD	X _____ DIVISION HEAD:	\$ _____
	X _____	X _____	

REQUEST FOR EXPENSE ADVANCE
DECLARATION BY TRAVELER:
 I AGREE TO RECEIVE AN ADVANCE FOR TRAVEL EXPENSES TO _____
 IN THE AMOUNT OF \$ _____ FOR THE DATES OF _____ TO _____ AND TO SUBMIT RECEIPTS FOR EXPENSES INCURRED DURING THE TRIP. IF I DO NOT SUBMIT SUFFICIENT RECEIPTS TO THE ACCOUNTING DEPARTMENT WITHIN 30 DAYS FOLLOWING THE TRIP, I UNDERSTAND AND AGREE THAT ANY MONIES OWING THE AUTHORITY WILL BE DEDUCTED FROM ANY MONIES THE AUTHORITY DOES NOW OR WILL LATER OWE ME.
 TRAVELER'S SIGNATURE: X _____ DATE: _____

REIMBURSEMENT OF EXPENSES OR SETTLEMENT OF EXPENSES	TIME & DATE OF DEPARTURE: _____	TIME & DATE OF RETURN: _____	
	SUMMARY OF TOTALS FROM CHA FORM T01-A		
	TRANSPORTATION: \$ _____	NUMBER & DESCRIPTION	TOTAL EXPENDITURES: \$ _____
	MEALS: \$ _____	OF ANY MEALS INCLUDED	AMOUNT OF ADVANCE: \$ _____
	LODGINGS: \$ _____	IN REGISTRATION FEES	AMOUNT RECEIVED for Lodging
	REGISTRATIONS: \$ _____		Transportation, Registration, etc \$ _____
	TAXI-FARES: \$ _____	1. _____	AMT. TO BE REIMBURSED
	OTHER _____: \$ _____	2. _____	TO EMPLOYEE: \$ _____
	OTHER _____: \$ _____	3. _____	
	TOTAL: \$ _____		X _____ SIGNATURE OF EMPLOYEE
		X _____ SIGNATURE OF DEPARTMENT HEAD	
		_____ AUDITED BY:	

INSTRUCTIONS: PREPARE FOUR COPIES AND UPON APPROVAL DISTRIBUTE AS FOLLOWS:
 1 & 2 If advance expenses are requested, sent both copies to Finance & Accounting, who will forward original, with check to employee.
 If no advance expenses are requested send both copies directly to employee.
 3 Return to department for file.
 4 Forward to Personnel Department.