

Town of Wilkesboro

TRAVEL AUTHORIZATION AND PRELIMINARY EXPENSE FORM

If “**Cash Advance**” is requested, complete all items. If no “**Cash Advance**” is requested, enter “0”. Whether you get an advance or not, please show “**Total Estimate**” of trip for authorization.

DEPARTMENT:		DATE:		
TRAVEL AUTHORIZATION IS REQUESTED FOR:				
TO ATTEND:		AT:		
TO BE HELD ON:				
DATE OF DEPARTURE:		DATE OF RETURN:		
When Air Travel is more economical and feasible, special permission must be obtained from the Town Manger to travel by surface transportation. In this case, mileage and surface fare cannot be greater than air travel.				
EXPENSE ITEMS	PRIVATE CAR	TOWN CAR	AIR	OTHER
TRANSPORTATION				
LODGING				
MEALS				
MISCELLANEOUS				
TOTAL ESTIMATE				
Refer to Town of Wilkesboro Personnel Policy for amount per mile reimbursement allowed for use of private vehicle when authorized.				
Total working days away (estimated time in transit for destination): Employee's wishes to combine vacation with business trip? NO Vacation Days Requested: _____ Travel by Town Vehicle Recommended.				
CASH ADVANCE REQUESTED:				
It is hereby certified that: (Check One) <ul style="list-style-type: none"> A. Trip was authorized in the current budget and sufficient money is available in the Department's travel budget. B. Trip was authorized, but sufficient money is not available in the travel budget. C. Trip was not authorized, but is necessary and sufficient money is available. D. Trip is necessary, but was not authorized and sufficient money is not available in the Department's travel budget. 				
_____		_____		
Employee's Signature		Department Head's Signature		

Requisition or Purchase Order #				