Travel Advance and Expense Report
County of Northampton, Virginia

Name _____ Today's Date _____ Telephone # _____

Department/Division _____ Destination _____

Dates of Trip _____ Purpose of Trip _____

	Cash Advance/Direct Pymts	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	**Total**
Trip Dates									
Miles Driven									
@.54/mile	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Airfare									$ -
Auto Rental									$ -
Gas, Parking, or Tolls									$ -
Taxi/Limo/Shuttle									$ -
Lodging									$ -
Meals									$ -
Registration									$ -
Phone, Fax									$ -
Miscellaneous									$ -
Check #_Petty Cash___	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Travel Advance

_____

Traveler's Signature Date

Travel Advance

_____

Supervisor's Signature Date

Reimbursement/(Repayment) Summary	
Total Expenses	$ -
Less Travel Advance	
Less County's Direct Payments	$ -
Less Charges on County Credit Card	
Amount Due Traveler (due to County)	$ -

Traveler's Signature _____ Date

Department Head's Signature _____ Date

Finance Approval _____ Date

ACCOUNT ALLOCATION	
Account	Amount
	-
TOTAL	$ -

If a travel advance is requested, the green portion of this form should be completed and submitted to the accounts payable office for inclusion in the next semi-monthly check run.

Following the trip, this form must be completed within ten (10) days and submitted to the accounts payable office with any required reimbursement due to the County, or to receive any additional funds due to the traveler. Receipts must be attached.