



## 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              |                           |             |             |             |             |             |             |             |             |
| @.535/mile                | \$ -                      | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Airfare                   |                           |             |             |             |             |             |             |             | \$ -        |
| Auto Rental               |                           |             |             |             |             |             |             |             | \$ -        |
| Gas, Parking, or Tolls    |                           |             |             |             |             |             |             |             | \$ -        |
| Taxi/Limo/Shuttle         |                           |             |             |             |             |             |             |             | \$ -        |
| Lodging                   |                           |             |             |             |             |             |             |             | \$ -        |
| Meals                     |                           |             |             |             |             |             |             |             | \$ -        |
| Registration              |                           |             |             |             |             |             |             |             | \$ -        |
| Phone, Fax                |                           |             |             |             |             |             |             |             | \$ -        |
| Miscellaneous             |                           |             |             |             |             |             |             |             | \$ -        |
| <b>Check # Petty Cash</b> | <b>\$ -</b>               | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

|                        |      |
|------------------------|------|
| 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      |
|                    |             |
|                    |             |
|                    |             |
| <b>TOTAL</b>       | <b>\$ -</b> |

**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.**