



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									
@.545¢/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.