

Local 3509 Request for Advance



From: _____
Address: _____
City/State/Zip _____

Send to:

Treasurer
AFGE Local 3509



Travel Dates: _____
Destination _____
Purpose _____

Estimated Expenses

Explain Basis for estimates

Transportation expenses _____
Lodging _____
Per Diem _____
Other _____
Total Estimated Expenses _____
Amount of Advance Requested _____

A final voucher will be required after travel is completed. Documentation will be required for lodging and transportation costs. Receipts will be required for all "other" expenses.

I agree to reimburse AFGE Local 3509 if actual expenses are less than the advance received, or if I receive payment for these expenses from any other source.

Signature _____ Date _____

Approved by _____ Date _____

Second approval: _____ Date _____

Budget Category Amount _____ Check # _____

{Advance Cleared: _____ Date: _____ Voucher # _____ }