LAKE REGION STATE COLLEGE
Travel Advance

An employee, athletic team, student organization, or other group organized by LRSC may receive advance payment of meals and lodging expenses if such travel is for more than five days per month, whether consecutive or not. The funds advanced cannot exceed eighty percent of estimated expenses for the period.

If travel advance is needed, the following steps must be completed by the employee, head coach, student organization advisor, or other delegate responsible for a group organized by LRSC.

1. Receive written approval from the supervisor at least ten days prior to the departure date.
2. Complete the *Voucher Payment Form* and submit it to the Business Office at least ten days prior to the departure date. The written approval from the supervisor must be attached to the form.
3. Upon receiving the cash, each employee or student must sign this *Travel Advance Form*. The form must be returned to the Business Office within one week of return from travel.
4. Any funds that are not used must be returned to LRSC within 14 days of return from travel.

Submitted By	**Date of Submission**
Destination	**Dates of Travel**
Fund_____ **Dept**_____ **Program**_____ **Project**_____	

Amount	Employee or Student Name	Employee or Student Signature

Supervisor Signature	**Date**

For Business Office Use Only		
Voucher Number	**Check Date**	**Check Amount**