

**RUTHERFORD COUNTY TENNESSEE
REQUEST FOR TRAVEL AND TRAINING ADVANCE**

Employee _____ SSN _____ Acct. Code _____

Position _____ Destination _____

Dates of Meeting _____ thru _____

Departure Date _____
(if different from above)

REASON FOR TRAVEL AND/OR TRAINING (Please attach brochure if applicable)

MODE OF TRANSPORTATION:

County Car _____ Personal Vehicle _____ Commercial _____ prepaid _____

ESTIMATED EXPENSES:

Lodging	_____	Days @ _____	per day _____	-
Meals & Incidentals	_____	Days @ _____	per day _____	-
Transportation	(indicate method of trans.) _____		_____	_____
Reg. Fee/Tuition	_____			_____
Auto Rental	_____			_____
Other: ___ parking	_____			_____
Total Estimated Cost				-
Less: Charges paid direct by County Warrant				_____
Total Subject to Reimbursement				-
Deduct 20%				-
Amount of Advance (Minimum advance is \$100)				-

By my signature below, I hereby acknowledge that my acceptance of a travel advance constitutes a debt to Rutherford County. I am aware that upon return to the county, I must promptly complete a detailed travel claim form, and attach all necessary documentation to support expenses related to this trip. If such expenses do not equal or exceed the amount of this advance, I must return any unspent portion to the County with the completion of the travel claim form. If I fail to make such remittance, or do not provide documentation of travel expenses to document my use of this advance, I hereby agree that Rutherford County may deduct any portion of this advance that is not accounted for from my salary or wages, or from any other monies which may be owed to me by the County.

Employee

Dept. Head

County Mayor

Date