



# Tightwad Fire Protection District

## Travel Advance Worksheet

Employee Name (Last, First & Initial)					Date
Account	Departure Date	Return Date	Date Check is Needed By		
Travel					
Brief Description or Purpose of Trip					
Travel Advance Details		Daily Amounts		Totals	
		Lodging	\$55 M&IE*	Number of Days	Amount
		A	B	C	(A+B) x C
Destination #1		\$	\$		\$
Destination #2					
Destination #3					
Other Costs (enter details below)		Total Estimated Lodging & M&IE			\$
		Other Costs (provide details)			
		Total Estimated Out-of-Pocket			
		Travel Advance Request			\$
<input type="checkbox"/> Mail Check to this Address:					
Authentication					
Traveler's Signature					Date
*Meals & Incidentals Expenses	Breakfast	Lunch	Dinner	Incidentals	1 <sup>st</sup> & Last Day
	\$13	\$14	\$23	\$5	\$41.25