

**CITY OF HAMILTON  
REQUEST FOR TRAVEL ADVANCE**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Account # \_\_\_\_\_

Telephone \_\_\_\_\_ Travel Dates: From \_\_\_\_\_ To \_\_\_\_\_

I, \_\_\_\_\_, am requesting approval for a travel advance in the amount  
of \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approval Recommended \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

RECEIPT OF ADVANCE ACKNOWLEDGEMENT

Check # \_\_\_\_\_ Date \_\_\_\_\_ Issued By \_\_\_\_\_

I, \_\_\_\_\_, an employee of the City of Hamilton, acknowledge that

I have applied for and received from the Finance Department a travel advance in the amount of \$ \_\_\_\_\_  
to be used for the payment of expenses in connection with official travel to be performed by me as authorized by the  
City of Hamilton.

I agree that this amount is to be repaid to the Finance Office from the travel reimbursement amount which would  
otherwise be paid me, pursuant to the above authorization upon my return from this trip, and the execution of this form  
is intended to be an assignment by me of that reimbursable amount to the extent of the travel advance set out above.

I also agree that my reimbursement claim showing expenses incurred will be filed with the Finance Office within thirty  
(30) working days after completion of this travel.

In consideration of the receipt by me of these funds in advance of the expenditures thereof, I agree (1) that in the event I  
fail to file a reimbursement claim and show the expenditures thereon which I actually incurred and/or (2) in the event I  
do not expend all of said advance for official travel on behalf of the City of Hamilton authorized then in either of these  
events, the City of Hamilton may reimburse itself by withholding an equivalent amount from my subsequent payroll  
check(s), or from other amounts which may be payable to me by the City of Hamilton.

ADVANCE RECONCILIATION

Date Expense Account Received & Verified \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

Amount Due Employee by P.O. Requisition \_\_\_\_\_

Amount of Advance Returned to City \_\_\_\_\_

Processed by \_\_\_\_\_