

TRAVEL ADVANCE
EMPLOYEE ADVANCE ESTIMATE / RECONCILIATION

Name (Traveler): _____ Campus/Dept: _____

Travel Date(s): _____ Destination & Purpose of Travel: _____

ITEM	ADVANCE AMOUNT	ACTUAL EXPENSE	Reconciliation ADVANCE LESS ACTUAL	RECEIPT REQUIRED
Registration (641)1				YES
Lodging ⁽¹⁾ (6411)				YES (Detailed Receipt)
Airfare (6411)				YES
Car Rental (6411)				YES
Mileage ⁽²⁾ (6411)				NO
Meals ⁽³⁾ (6411) # Breakfasts _____ x \$8 # Lunches _____ x \$10 # Dinners _____ x \$1				NO GRANT FUNDS ONLY-YES
Misc. ⁽⁴⁾ (6411 or 6499)				YES
Materials (6399)				YES
TOTALS				

(1) Tax-Exempt: MISD is not subject to Texas State Taxes and will not reimburse this charge.

(2)

(3)

(4)