

TRAVEL ADVANCE REQUISITION
PARIS JUNIOR COLLEGE

Special Instructions: TRAVEL ADVANCE
Use account 10-00-00-00-12500

PLEASE PAY_____

MAILING ADDRESS_____

CK. NUMBER_____

ACCT. #_____

AMOUNT_____

DATE OF CHECK_____

VENDOR NUMBER_____

REQ. # n_____

DATE_____

DESCRIPTION	AMOUNT	
Advance will be charged to employee accounts receivable until acceptable		
documentation is received; at that time, the department will be charged.		

REQUESTED BY :

APPROVED FOR PAYMENT: