

Advisory Board Travel Advance/Reimbursement Request

To assure that your travel advance will be ready in time for your travel, please submit travel advance requests to NSBHASO Fiscal department **at least four** weeks before anticipated travel.

Today's Date: _____

Name: _____

Address: _____

Phone: _____

Name of Conference/Event: _____

Location of Conference: _____

Date(s) of Conference: From _____ To _____
Month Day Year Month Day Year

Planned Arrival Date: _____ Planned Departure Date: _____
Month Day Year Month Day Year

Anticipated Expenses:

Round-Trip Transportation		\$
Registration Fee		\$
Lodging: _____ nights	@ \$_____/night	\$
Meals:		
No. Breakfasts @ \$12 each =	\$	
No. Lunches @ \$17 each =	\$	
No. Dinners @ \$27 each =	\$	
	Total Meals:	\$
Total Advance Requested:		\$

Expenses Not Reimbursable:

- Hosting (meals for or entertainment of others)
- Alcoholic beverages or tobacco
- Fines, penalties, etc.
- Any unreasonable, unnecessary costs, or personal preference items such as first-class travel.

Washington State Law requires that any travel performed outside the State of Washington be justified. If your travel will take you out of state, please explain briefly why your objective could not be met in Washington State:

Authorized By: _____

signature