

**State of South Carolina
Comptroller General's Office
Request for Official Travel Cash Advance**

Agency Number

Name: _____
Last
First
MI

ZEMP #: _____

Official Headquarters: _____

Computation of Travel Advance:

Comptroller General Office approval needed for travel advances within the state.

Approved: _____

	<u>Dates</u>	<u>Times</u>
Destination From: _____	_____	_____
To: _____	_____	_____
Return From: _____	_____	_____
To: _____	_____	_____
Purpose of Trip: _____		
Meals _____ Days @ _____ Per Day= \$ _____		
Lodging _____ Days @ _____ Per Day= \$ _____		
Other _____ Days @ _____ Per Day= \$ _____		
(No Airlines)		
Subtotal \$ _____		X 80%= \$ _____

Approved By:

(Signature of Department Head)

Date

Request for cash in the amount shown above is acknowledged. All Travel Advance must be at least \$250.00

(Signature Traveler)

Date