**GADSDEN COUNTY SCHOOL DISTRICT**

**APPENDIX B**

# APPLICATION FOR ADVANCE ON TRAVEL EXPENSES

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: | Employee ID #: | Date: | Finance Date Rec’d:  |
|  |  |  |  |
| Travel Period: | GCSD Point of Origin: |
| From:  To:  | 35 Martin Luther King Jr. Blvd, Quincy, FL 32351 |
| Destination: |
|  |
| Purpose: |
|  |
| Benefits: |
|  |
|  |
| ESTIMATED COST OF TRAVEL |
|  |
| \*Total Estimated Per Diem: |  |  |
|  | Estimated Per Diem |  |
| \*\*Transportation: | Airfare: |  |  |  |
|  | Car cost (rental): |  | Estimated Transportation | $ |
| Car cost (personal): |  |
| Incidental Expenses: | Hotel:  |   |  | Estimated Incidental | $ |
| Nights:  | @ $ Per Night |  |  |  |
| Other Incidental Expenses:  |  |  |
| Type of Incidental Expenses: | Total Estimated Expenses | $ |
|  |  X 80% =Advance Travel Allowed | $ |
|  |
| I hereby certify that the above-estimated expenses are anticipated to be incurred by me as necessary travel expenses in the performance of my official duties; attendance at the conference or convention directly relates to the official duties of the Gadsden County School District; any meals or lodging included in the registration fee have been deducted from this travel advance request. If the travel advance exceeds the actual travel expenses incurred, I will refund the Gadsden County School District the remaining unexpended funds within 10 days after the completion of the travel period. |
| Employee Signature: | Title: | Date:  |
|  |  |  |
| Pursuant to Section 112.061, Florida Statutes, I hereby certify or affirm that the above-anticipated travel will be on official business of the State of Florida. |
| Supervisor’s Name: | Supervisor’s Signature: | Date: |
|  |  |  |
| Assist Superintendent Name:  | Assist Superintendent Signature: | Date: |
| Superintendents Name:  | Superintendents Signature: | Date: |
| \* If the estimated Per Diem is based on a per day allowance which is greater than $50, then an explanation must be furnished. |
| \*\*Estimated cost for common carrier and rental charges billed directly to the GCSD shall not be included in the travel advance calculation. |