

NORTHWEST INDIAN COLLEGE

2522 Kwina Road, Bellingham WA 98226
Phone (360) 676-2772 Fax (360) 738-0136

Travel Advance Closing

TA# _____

Traveler's Name (Print) _____ ID# _____

Destination _____

Date of Departure _____ Time _____ am/pm

Date of Return _____ Time _____ am/pm

Meals Per diem (use per diem worksheet) \$ _____

Lodging (attach receipts) \$ _____

Taxi/ferry/etc. (attach receipts) \$ _____

Mileage (attach website map)
Odometer reading beginning _____ end _____ = _____ Total miles x _____
Current Rate \$ _____

Other (attach receipts):
Item: _____ \$ _____
Item: _____ \$ _____
Item: _____ \$ _____

Total Expenses \$ (_____)

Travel Advance \$ _____

Difference \$ _____

<input type="checkbox"/>	Please Reimburse My Additional Expenses
<input type="checkbox"/>	Check/Money Order Attached
<input type="checkbox"/>	Please Do A Payroll Deduction

Attach proof of attendance for event, such as an agenda received at the event, name tag or certificate of completion from event, etc., OR complete a travel report

I certify that the information provided here is complete and correct;

Traveler's signature: _____

Supervisor _____
(if different from budget authority)

Budget Authority: _____

Budget Code: _____ 01- - - - -

Northwest Indian College Instructions for Closing Travel Advance

1. All travel advances must be closed within ten days of the completion of the trip. All or any portion of a travel advance not closed with a Post Travel Closing form will be taken from the employee's pay check or charged to the student's account.
2. **Original** receipts for all expenses claimed which are not related to the meal and incidental per diem must be attached to the Post Travel Closing form.
3. Make sure that both the date and time of departure and return are included on the form. List any meals provided at the meeting or conference. Airline meals and continental breakfasts are not considered meals for this purpose.
4. Personal car mileage must be supported by odometer readings or an Internet map and mileage printout such as MapQuest.
5. Proof of attendance at the meeting or event is required. Proof usually involves attaching a trip report, name tag, copy of front page of training materials or other paperwork received at the meeting or event. Please do not attaché more than one or two pieces of paper.
6. The employee and supervisor are required to sign and attest to the accuracy of the information. An additional budget authority signature is required **ONLY** when this form is used to obtain reimbursement rather than close a travel advance.