

About the Document

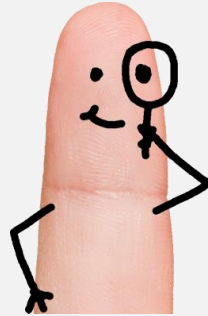
name	AA-ALL-4540-M. Travel Authorization & Cash Advance Request Form
owner	Finance/Payroll
access & use	All Staff
what it is	<p>A form used:</p> <ul style="list-style-type: none"> ◆ As a purchase order, to estimate travel costs and obtain approval prior to business travel ◆ For requesting a cash advance for anticipated travel expenses ◆ To attach to an expense report once travel is complete
who uses it	Employees who are planning to travel for business purposes, and who may require a cash advance
used with	<ul style="list-style-type: none"> ◆ <i>AA-ALL-4545-M. Trip Report Form</i> ◆ <i>AA-ALL-4550-M. Expense Report Form</i>

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.

Instructions

1. Save a copy of the form.
2. In the copied form, complete the applicable sections electronically.
3. Obtain authorization:
 - a. Print and sign the form.



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