

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.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.