

**N E W J E R S E Y S C H O O L B O A R D S  
A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS  
4133.1E**

**FILE CODE: GO/**

**PERSONNEL  
ADVANCES**

**REQUEST FOR TRAVEL ADVANCE**

(All requests must be submitted to the Finance Office ten days prior to trip.)

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Amount of advance requested: \$ \_\_\_\_\_

Dated needed by: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of trip: \_\_\_\_\_

Location: \_\_\_\_\_

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Approved by:

\_\_\_\_\_  
Director/Supervisor

\_\_\_\_\_  
Finance Office

***Note:*** All advances must be cleared within ten days of returning to the office by submitting an expense voucher justifying expenditures through Expensewire. Any unused portion must be returned at that time or the balance will be reimbursed to NJSBA through a payroll deduction of your next pay check.

\_\_\_\_\_  
FINANCE OFFICE USE

**Date advance cleared:** \_\_\_\_\_

**Re: Expense voucher dated:** \_\_\_\_\_

**Reimbursement cleared:** \_\_\_\_\_