

PETALUMA CITY SCHOOLS
200 DOUGLAS STREET
PETALUMA, CALIFORNIA 94952

REQUEST FOR EXPENSE ADVANCE

To: Deputy Superintendent, Business and Administration

I hereby request an advance for expenses I expect to incur in behalf of the Petaluma City Schools, during the next 30 days. An explanation of the actual expenditures and unspent balance will be reported on Form 700027/PB288, "Claim for Employee Expenses."

Anticipated expenses are as follows:

<input type="checkbox"/> Transportation (type)	_____	\$ _____
<input type="checkbox"/> Lodging	_____	_____
<input type="checkbox"/> Meals	_____	_____
<input type="checkbox"/> Registration	_____	_____
<input type="checkbox"/> Other (explain):	_____	_____
	_____	_____
	_____	_____

ESTIMATED TOTAL EXPENSES \$ _____

(Total advance cannot exceed \$300.00)

Account Number: _____

Employee Name (please print)

Signature

Approved: _____
Administrator/Supervisor

School/Department

Approved for Payment: _____
Deputy Superintendent, Business and Administration

NOTE: Request for advances must be received by Business Services at least twenty (20) days prior to date advance is required. Reimbursement for transportation in private auto will be at the rate established by the Board of Education, but not in excess of cost of lowest air transportation to nearest destination.