

**State of South Carolina  
Comptroller General's Office  
Request for Official Travel Cash Advance**

\_\_\_\_\_  
Agency Number

Name: \_\_\_\_\_  
Last
First
MI

ZEMP #: \_\_\_\_\_

Official Headquarters: \_\_\_\_\_

Computation of Travel Advance:

Budget and Control Board approval needed for travel advances within the state.

Approved: \_\_\_\_\_

	<u>Dates</u>	<u>Times</u>
Destination From: _____	_____	_____
To: _____	_____	_____
Return From: _____	_____	_____
To: _____	_____	_____
Purpose of Trip: _____		
Meals _____	Days @ _____	Per Day= \$ _____
Lodging _____	Days @ _____	Per Day= \$ _____
Other _____	Days @ _____	Per Day= \$ _____
(No Airlines)		
	Subtotal \$ _____	X 80%= \$ _____

Approved By:

\_\_\_\_\_  
(Signature of Department Head)

\_\_\_\_\_  
Date

Request for cash in the amount shown above is acknowledged. All Travel Advance must be at least \$250.00

\_\_\_\_\_  
(Signature Traveler)

\_\_\_\_\_  
Date