

APPENDIX H

ICC TRAVEL ADVANCE REQUEST

Date:		Name:	
<input type="checkbox"/> Member	<input type="checkbox"/> Community Representative	Destination:	
Departure Date:	Departure Time:	Return Date:	Return Time:
Travel Advance Amount Requested: \$ _____			
Method of Check Delivery <i>(Check will be mailed to the address on file)</i>		<input type="checkbox"/> Mail	<input type="checkbox"/> Deliver at Meeting
Date Check is Needed: _____ <i>(Please request a travel advance no later than three weeks prior to travel)</i>			
Estimated Cost of Travel		Reason for Travel:	
Number of Days*		Mode of Travel: <i>(Most economical to the State)</i>	
Air Fare/Rail	\$		
Parking (Airport)	\$		
Hotel	\$		
Meals	\$		
Other	\$		
CAR			
Private	\$	<input type="checkbox"/> Rental Car	<input type="checkbox"/> Private Car**
Rental Car	\$	**If using private vehicle in lieu of air, attach Travel Comparison Matrix (DS2164b)	
Gas	\$		
TOTAL	\$		

* Travel and per diem for the day prior to the ICC meetings **must** be pre-approved, in writing, by DDS, and must be included with this form and submitted with your travel claim.

TRAVEL ADVANCES I hereby certify that the above travel advance is necessary to defray my anticipated reimbursable expense while traveling on business for the State of California away from my designated headquarters. I understand and agree that this amount may be deducted in full from any and all funds payable by the State to me following the receipt of the amount requested.
 Note: Travel advance requested amount should not include Airfare/Rail and/or rental car, as these items are paid directly by the Department.

Signature
 ►

CHILDREN, ADOLESCENTS AND YOUNG ADULT SERVICES DIVISION USE ONLY		
Signature – Assistant Chief ►	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date
Signature – Section Chief ►	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date
Outstanding Advance <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Entered into CalATERS System		
<input type="checkbox"/> Entered into Log	Check Number:	