

AGENCY NAME	AGENCY NUMBER	EMPLOYEE TELEPHONE NUMBER	T.A. NUMBER	T.A. DATE
DIVISION OR DEPARTMENT	EMPLOYEE NAME AND TITLE	DRIVER'S LICENSE NUMBER	STATE ISSUING DRIVER'S LICENSE	

1. PURPOSE OF TRIP

2. TRAVEL ITINERARY & MODE OF TRANSPORTATION				
DATE	FROM	TO	MODE CODE	MODE CODE SYMBOLS: POV--Privately Owned Vehicle AOV--Agency Owned Vehicle MPV--Motor Pool Vehicle RNV--Rental Vehicle AIR--Air (State class of transportation under remarks) T--Train B--Bus O--Other (explain under remarks) REMARKS:

3. TRAVEL EXPENSE ESTIMATE & ADVANCE REQUESTED				NOTICE
ITEM OF EXPENSE		ESTIMATED TRAVEL EXPENSE	ADVANCE REQUESTED	TRAVEL ADVANCES--See RCW 43.03.150-.210. In case of default by employee in repayment or accounting for an advance as provided by state law and regulations, the advance becomes a prior lien and, together with a 10% interest charge, may be deducted from any amount due to the employee from the state. An unauthorized expenditure of an advance constitutes a misappropriation of state funds.
a. SUBSISTENCE & LODGING	IN-STATE / OUT-OF-STATE			
b. TRANSPORTATION: MOTOR VEHICLE (1)	EST. MILES			
OTHER:	MODE CODE			
c. OTHER EXPENSE: (explain)				REQUESTOR'S SIGNATURE _____ DATE _____ AUTHORIZING SIGNATURE _____ DATE _____
d. TOTALS				

(1) RCW 43.03.170 prohibits travel mileage advances for employee's or officer's use of privately owned vehicles.

DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER										
REF DOC SUF	TRANS CODE	MOD	FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB SUB OBJ	ORG. INDEX	WORK CLASS	CO	CITY / TOWN	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER	
ACCOUNTING APPROVAL FOR PAYMENT									DATE	WARRANT TOTAL				WARRANT NUMBER			