

ADVANCE OF FUNDS APPLICATION AND ACCOUNT

1. TYPE OF ADVANCE	2. TYPE OF TRAVEL
<input type="checkbox"/> CASH	<input type="checkbox"/> TEMPORARY
<input type="checkbox"/> CHECK	<input type="checkbox"/> PERMANENT

3. NAME (Last, first, middle initial)	4. ACCOUNT NO.
5. TELEPHONE NUMBER(S)	6. SOCIAL SECURITY ACCOUNT NO.

In compliance with Privacy Act of 1974 the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.

7. DEPARTMENT OR ESTABLISHMENT	8. BUREAU, DIVISION OR OFFICE
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9. **APPLICATION** - (For completion by applicant)

An advance of funds is hereby requested for travel and other expenses to be incurred by me.

a. UNDER AUTHORIZATION NUMBER	b. DATE OF AUTHORIZATION	e. BALANCE DUE U.S. FROM PREVIOUS ADVANCE	\$
c. TRAVEL PERIOD <i>From</i> _____ <i>To</i> _____		f. AMOUNT HEREIN APPLIED FOR	\$
d. MAIL CHECK TO: <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE <i>(Give address - number, street, city, State, ZIP Code)</i>		g. TOTAL	\$

Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.

APPLICANT SIGN HERE	DATE
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10. APPROVAL	SIGNATURE AND TITLE OF APPROVING OFFICIAL	DATE APPROVED	11. APPROPRIATION TO BE CHARGED
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12. REMARKS	13. CASH PAYMENT RECEIVED	DATE
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13. RECORD OF ACCOUNT

Name

ACCOUNT NO.

TRANS- ACTION DATE	TRAVEL PERIOD		REFERENCE (Schedule or voucher number)	(Optional) MEMO OF APPROVED EXPENSE VOUCHER		ADVANCE ACCOUNT		
	FROM	TO		VOUCHER TOTAL	AMOUNT PAID EMPLOYEE	ADVANCED	REPAID	BALANCE DUE

REMARKS