State of New York OFFICE OF THE STATE COMPTROLLER

Employee ID#

APPLICATION AND RECORD FOR TRAVEL ADVANCE

							Account No.		
<u>APPLICATIO</u> I	N FOR ADVAN	<u>CE</u> (To be com	pleted by trav	eler and super	visor)				
Name (Print)			Soci	Social Security Number			Business Phone Number		
Division		Bure	au or Unit						
request a tra	avel advance for	r:							
i	Continuing trave	el				····· \$ -			
Occasional travel of				days' duration					
	check:								
1	<u> </u>								
have read ar	nd consent to th	ne terms and co	onditions set f	orth on the reve	erse side of t	his form.			
Approved by:	:	Sig	nature of App	olicant			Date	4	
Signaturo				ure of Supervisor			Date		
RECORD OF	ADVANCE(S)/	RFIMBURSEM	IFNT(S) (To	he completed b	v Finance C	Office)			
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	112		OF ADVANCE(S)	, , , , , , , , , , , , , , , , , , ,	inico,			
Agency Action				Signature of Applicant			Returned		
T.A. Check No. Date Amt. Adv.			Receipt Acknowledged			Date	Date Amount Balance		
	<u> </u>								
Travel	RECORD OF REIMBURSEMENT(S) Reimbursement Amt. Due Date Comptroller's Action					Paid Date Amount			
Voucher No.	Check No.	Adv. for Tr. Acct.	Sent to OSC	Amount Paid	Amount Rejected	on Warrant N	rec'd from	rec'd from Employee	
		***************************************			,				

AGREEMENT

In consideration of the amount received by me from the State of New York as an advance for travel expenses to be incurred by me in the performance of my duties, in accordance with the Rules and Regulations of the Office of the State Comptroller, I hereby agree:

- a. to account promptly and completely for the money advanced to me;
- b. in the event of my resignation or separation from the service of the State or failure to account, the State of New York shall be immediately entitled to the return of the sum advanced to me or any part thereof.
- c. The State may deduct said amount from any monies due or accruing to me from the State, at the time of my resignation, separation, transfer to non-travel status, or failure to account. If there are not sufficient monies due or accruing to me from the State at the time of my resignation or separation, or if I shall fail to promptly account, the State may enter judgement against me without further notice to me for the sum still owing by me to the State of New York, as certified to the Office of the State Comptroller by the issuing officer or my agency.