

APPLICATION AND ACCOUNT FOR ADVANCE OF FUNDS

U.S. (Department or establishment) Name Account No. (Bureau, division, or office)

FOR USE OF APPLICANT
An advance of funds is hereby requested for travel and other expenses to be incurred under authorization No. dated
Mail check to
Date (Signature of applicant)
Approved: (Date) (Signature of approving officer) (Title)
Balance due U.S. from previous advance \$
Amount herein applied for \$
Total \$
(Appropriation to be charged)

Remarks: Signature of applicant above authorizes collection of the amount of this advance by payroll deduction if travel voucher is not submitted within 30 days after completion of this travel and for any part of the advance not collected on the travel or by cash payment.

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