

Travel Advance Request and Itinerary Schedule

Name of Traveler (First, M.I., Last)	Travel Order Number
Travel Dates From: _____ To: _____	Social Security Number
Mailing Address	Finance Number
	Office Telephone Number

	Estimated Cost
TRANSPORTATION	
1. Mode of Transportation and Company	
Origin	Date & Time
Destination	Date & Time
	\$
2. Mode of Transportation and Company	
Origin	Date & Time
Destination	Date & Time

LODGING	
1. Establishment Name and Address	Telephone Number
2. Establishment Name and Address	Telephone Number

List other legs of your trip and any other lodging

Car Rental Company	Rate	Number of Days

Miscellaneous/Other Expenses: List:

Per Diem:

High Cost: _____ periods x rate _____ =

Average Cost: _____ periods x rate _____ =

SUBTOTAL	\$
Deduct Amount Charged to Personal Credit Card(s) and for the GTA Account	()
NET ADVANCE REQUESTED	\$

It is a Federal offense, in violation of 18 U.S.C. 1711, for the recipient of funds requested on this form to utilize the monies for any purpose other than the official Postal Service employment-related purpose for which they are requested. Failure to remit any monies owed for overdue advances, when required to do so by law or Postal Service regulations, may be subject to fine and/or imprisonment. Where the amount or value due does not exceed \$100.00, the person will be fined not more than \$1000.00 or imprisoned for not more than one year, or both. Under 18 U.S.C. 1711, an offense involving an amount greater than \$100.00 constitutes embezzlement and an individual may be fined in an amount equal to the amount of money involved or imprisoned for not more than ten years, or both. Making false claims and/or false statements on the travel advance application form can result in civil penalties pursuant to 31 U.S.C. 3801.

Signature of Traveler	Date
Signature and Title of Approving Official	Date

Amount Received (Signature and Date)
