**ESTIMATED TRAVEL/VIRTUAL EVENT ADVANCE WORKSHEET**

Must be attached to Request for Travel/Virtual Event

| TRAVELER: |  | | | | DATATEL #: |  | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DESTINATION: | |  | | | | | |
| PERIOD BEGINNING: | | | |  | PERIOD ENDING: | |  |
| Make check payable to: | | |  | | | | |

**PLEASE CHECK ONE OF THE FOLLOWING:**

| Return Check to Traveler |  | Mail check with attached registration |  |
| --- | --- | --- | --- |

|  | Estimated Expenses |
| --- | --- |
|  |  |
| \*REGISTRATION FEE:  \*Attach completed registration form |  |
| SUBSISTENCE: (Student’s only) |  |
| Meals:      Days@       Per Day |  |
|  |  |
| Lodging:      Days@       Per Day |  |
|  |  |

| TOTAL TRANSPORTATION, REGISTRATION, & SUBSISTENCE |  |
| --- | --- |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Information supporting dates of travel and cost of registration must be attached in order to receive an advance.  **Print on blue paper** | \*NOTE\*\* MUST BE TO BUSINESS OFFICE AT LEAST THREE (3) WEEKS PRIOR TO THE DATE ADVANCE CHECK IS NEEDED. |