**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  |       |
| --- | --- |

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|  |  |
| --- | --- |
| 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.  |