

# TRAVEL PRE-AUTHORIZATION & CASH ADVANCE FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 CNK-ES-0323  
 401 5th Ave  
 Seattle, WA 98104  
 AP.OracleEBS@kingcounty.gov

## EMPLOYEE INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Dept/Division \_\_\_\_\_ Phone # \_\_\_\_\_ Mail Stop \_\_\_\_\_

## TRAVEL INFORMATION

Purpose / Justification of the Trip (Attach brochure if available)  
 \_\_\_\_\_  
 Other County Employees Requesting the Same Trip  
 \_\_\_\_\_  
 Date Leaving King County \_\_\_\_\_ Date Function Begins \_\_\_\_\_ Other Information \_\_\_\_\_  
 Date Returning to King County \_\_\_\_\_ Date Function Ends \_\_\_\_\_ \_\_\_\_\_  
 Please complete appropriate Coding Block.

## CASH ADVANCE ACCOUNTING INFORMATION

Fund	Cost Center	Amount

## ESTIMATED TRAVEL COSTS (Receipts will be required for all expenditures over \$10.00)

Refer to King County Code 3.24 and Administrative Policy and Procedures PER 17-1-3 (AEP) for travel to determine reimbursable expenses:

Mode of Travel:     Air         King County Car     Private Vehicle     Other (Explain) \_\_\_\_\_

Lodging - Government Rate \_\_\_\_\_ x # Nights \_\_\_\_\_ = \_\_\_\_\_

Meals - Daily per diem \_\_\_\_\_ x # Days \_\_\_\_\_ = \_\_\_\_\_

Car Rental..... \_\_\_\_\_

Miscellaneous Expenses..... \_\_\_\_\_

Airfare (coach only)..... \_\_\_\_\_

Registration..... \_\_\_\_\_

**Total Estimated Cost** \_\_\_\_\_

Cash Advance Requested \$ \_\_\_\_\_

I acknowledge that this travel advance is not to be considered a personal loan of public funds and it is my responsibility to ensure that this claim is accounted for or repaid to Accounts Payable by the 15th day following the close of the travel period. I agree to submit an itemized travel claim voucher with any unexpended portion of the travel advance in conformance with RCW 42.24.150 and hereby authorized King County the advance, plus interest, if I fail to meet this requirement.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Director (or Designee) Signature Approval \_\_\_\_\_ Date \_\_\_\_\_

Executive or Elected Official Signature Approval \_\_\_\_\_ Date \_\_\_\_\_