

REQUEST FOR TRAVEL ADVANCE

REF. FSH 6509.11K, CHAPTER 40

SECTION A – GENERAL INFORMATION

1. The Request for a Travel Advance without proper signatures cannot be processed and will be returned.
2. Attach completed Request for Travel Advance to your GovTrip Travel Authorization for further processing.
3. Section C and D are required for all requests.

SECTION B – ADDITIONAL INFORMATION

Do you **currently** have a government issued travel card? YES NO

If your answer is **no**, please check the appropriate box below, complete Section C, and other section (s) as appropriate.

1. New agency employee who may be required to perform temporary duty travel (card not yet received).
2. Employee not expected to travel more than five times a year.
3. Intermittent/seasonal employee
4. I was issued a travel card and the card has been canceled or closed for cause by the Bank (complete Section C)

If your answer is **yes**, please check the appropriate box below:

1. I am going on foreign travel
2. Other (i.e. government credit card not accepted)

SECTION C – FINANCIAL HARDSHIP REQUEST

In accordance with FSH 6509.33, Federal Travel Regulation, Part 301-51 – Paying Travel Expenses (Suspension/Cancellation of Travel charge card): A cancelled travel card account can reflect unfavorable past performance, employees with these accounts are considered high risk in the repayment of travel advances. In the case of extreme hardship, employees who lost their charge card privileges may request written approval by the CFO for a travel advance on a trip-by-trip basis. Consideration of such requests is made on a case-by-case basis, and approval should not be assumed. In addition to the employee's first line supervisor, the employee must also obtain approval from their Line Officer or at a minimum, two supervisory levels above the employee submitting request, before submitting to the FS Chief Financial Officer. (See Section E).

Clearly explain the reason for the financial hardship request.

This non-hardship request for a travel advance is because Kacey Bicondova does not have a government travel card.

Supervisor (or equivalent) Signature: (electronic not acceptable)	Print Name: Karen Kufta 2776	Telephone Number: 951-553-
	Signature: 	Date: 11/3/11
Hardship Request Signature: Line Officer or two supervisory levels above employee submitting request (electronic not acceptable)	Print Name:	Telephone Number:
	Signature:	Date:

SECTION D – EMPLOYEE CERTIFICATION

I certify the information provided is correct and accurate. If a travel advance is granted, I agree to repay the entire advance amount upon submission and reimbursement of my travel voucher. I understand the failure to repay will lead to denial of future travel advances, salary offset, and could lead to disciplinary action.

Print Name:	Kacey Bicondova	
Employee Signature: (electronic not acceptable)		Date: 11/3/11

SECTION E- APPROVAL/DISAPPROVAL

Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount Requested:	Amount Advanced:
Non-Hardship Request ASC B&F Approving Signature: (electronic not acceptable)	Signature: Date:	\$	\$
Hardship Request Chief Financial Officer Signature:	Signature:		

(electronic not acceptable)

Date:

ALL FORMS ARE PROCESSED BY THE ASC B&F GovTRIP BRANCH**SECTION F – IMPORTANT INFORMATION**

- To receive an advance, you must attach the completed form to your GovTrip Travel Authorization.
- Employee's supervisor, for non-hardship related travel advances, must approve and sign request before submitting to ASC B&F GovTrip for further processing.
- Line officer approval or at a minimum, two supervisory levels above the person submitting the request must approve and sign request for all hardship travel advances before submitting to ASC B&F GovTrip for further processing.
- Completed forms should be received at least two weeks before travel start date.
- Common Carrier tickets must be charged to the Forest Service CBA account in GovTrip.
- The ASC B&F GovTrip Branch can only accept signed requests. Electronic signatures will not be accepted.
- You are required to complete your travel voucher within five working days after you complete your trip or period of travel (FTR 301-52.8). **You are required to pay all funds advanced to you upon filing your travel voucher.**