AC 1214 (Rev. 2/94)

State of New York
OFFICE OF THE STATE COMPTROLLER

APPLICATION AND RECORD FOR TRAVEL ADVANCE

Account No. _____

APPLICATION FOR ADVANCE (To be completed by traveler and supervisor)

Name (Print) _____ Social Security Number _____ Business Phone Number _____

Division _____ Bureau or Unit _____

I request a travel advance for:

Continuing travel ..... $ _____

Occasional travel of _____ days' duration ..... $ _____

Purpose of travel: _____

Travel dates: _____

Destination: _____

Disposition of check: _____

I have read and consent to the terms and conditions set forth on the reverse side of this form.

_____ _____
Signature of Applicant Date

Approved by:

_____ _____
Signature of Supervisor Date

RECORD OF ADVANCE(S)/ REIMBURSEMENT(S) (To be completed by Finance Office)

RECORD OF ADVANCE(S)

Agency Action			Signature of Applicant Receipt Acknowledged	Returned		Balance
T.A. Check No.	Date	Amt. Adv.		Date	Amount	

RECORD OF REIMBURSEMENT(S)

Travel Voucher No.	Reimbursement Check No.	Amt. Due Adv. for Tr. Acct.	Date Sent to OSC	Comptroller's Action		Paid on Warrant No.	Date rec'd from Employee	Amount rec'd from Employee
				Amount Paid	Amount Rejected			

AGREEMENT

In consideration of the amount received by me from the State of New York as an advance for travel expenses to be incurred by me in the performance of my duties, in accordance with the Rules and Regulations of the Office of the State Comptroller, I hereby agree:

a. to account promptly and completely for the money advanced to me;

b. in the event of my resignation or separation from the service of the State or failure to account, the State of New York shall be immediately entitled to the return of the sum advanced to me or any part thereof.

c. The State may deduct said amount from any monies due or accruing to me from the State, at the time of my resignation, separation, transfer to non-travel status, or failure to account. If there are not sufficient monies due or accruing to me from the State at the time of my resignation or separation, or if I shall fail to promptly account, the State may enter judgement against me without further notice to me for the sum still owing by me to the State of New York, as certified to the Office of the State Comptroller by the issuing officer or my agency.