

FORM **A40-A** (Rev.7/95)  STATE OF WASHINGTON **TRAVEL ADVANCE REQUEST**

AGENCY NAME Lower Columbia College	AGENCY NUMBER	EMPLOYEE TELEPHONE NUMBER 360-442-XXXX	T.A. NUMBER	T.A. DATE 7/1/2024
DIVISION OR DEPARTMENT Finance	EMPLOYEE NAME AND TITLE James Kirk		DRIVER'S LICENSE NUMBER	STATE ISSUING DRIVER'S LICENSE

1. PURPOSE OF TRIP
 Conference Name in Atlantic City, NJ, 7/15/24-7/19/24, Meals 14/17/28 = \$59/day x 5 days = \$295.00 minus meals provided (Breakfast 3 days, Lunch 2 days, Dinner 1 day) = 191.00

2. TRAVEL ITINERARY & MODE OF TRANSPORTATION				
DATE	FROM	TO	MODE CODE	MODE CODE SYMBOLS:
7/15/2024	Longview	PDX	POV	POV--Privately Owned Vehicle AOV--Agency Owned Vehicle MPV--Motor Pool Vehicle RNV--Rental Vehicle AIR--Air (State class of transportation under remarks.) T--Train B--Bus O--Other (explain under remarks) REMARKS:
7/15/2024	PDX	Atlantic City, NJ	AIR	
7/19/2024	PDX	Atlantic City, NJ	AIR	
7/19/2024	Longview	PDX	POV	

3. TRAVEL EXPENSE ESTIMATE & ADVANCE REQUESTED				NOTICE	
ITEM OF EXPENSE		ESTIMATED TRAVEL EXPENSE	ADVANCE REQUESTED	TRAVEL ADVANCES--See RCW 43.03.150-.210.	
a. SUBSISTENCE & LODGING DAYS: IN-STATE	OUT-OF-STATE 5	\$1,016.00	\$191.00	In case of default by employee in repayment or accounting for an advance as provided by state law and regulations, the advance becomes a prior lien and, together with a 10% interest charge, may be deducted from any amount due to the employee from the state. An unauthorized expenditure of an advance constitutes a misappropriation of state funds.	
b. TRANSPORTATION: MOTOR VEHICLE (1) POV	EST. MILES 96	\$64.32			
OTHER: Flight	MODE CODE AIR	\$1,039.20			
c. OTHER EXPENSE: (explain)				REQUESTOR'S SIGNATURE	DATE
d.				AUTHORIZING SIGNATURE	DATE
TOTALS		\$2,119.52	\$191.00		

(1) RCW 43.170 prohibits travel mileage advances for employee's or officer's use of privately owned vehicles.

DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER
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REF DOC	TRANS	MOD	FUND	APPN	PROGRAM	SUB	SUB SUB	ORG	WORK	CO	CITY /	PROJECT	SUB	PROJ	AMOUNT	INVOICE NUMBER
SUF	CODE			INDEX	INDEX	OBJ	OBJ	INDEX	CLASS		TOWN		PROJ	PHAS		

ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL	WARRANT NUMBER
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