

REQUEST FOR ADVANCE
BIRMINGHAM BOARD OF EDUCATION

Date Submitted _____

Title of Conference _____

Held at (City) _____

Dates (Include Travel Time) From _____ To _____

	Auto Mileage	Lodging	Meals	Other (Specify)	Total
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
TOTALS					

REQUISITION FOR TRANSPORTATION BY TRAIN OR PLANE MUST BE ATTACHED TO THIS FORM.

Signature _____ Advance Requested \$ _____

Location _____ Account Number _____

APPROVED: Building Principal _____

APPROVED: Supervising Director _____

APPROVED: Budget _____

REQUEST FOR ADVANCE MUST BE RECEIVED IN THE FINANCE DEPARTMENT THREE (3) WEEKS PRIOR TO PROCESSING THIS REQUEST.