APPLICATION FOR CASH ADVANCE
For Travel and Subsistence

Date of Request: _____

TO: _____
Director/Administrator

_____
Agency/Division

I hereby request a travel advance and subsistence cash advance of $_____while on official business for the State of Oregon. This application is made in accordance with the provisions of ORS 292.280 to 292.298, inclusive and Chapter 244, 1972 Laws which states:

"The State shall have a prior claim against and a right to withhold any and all funds payable, or to become payable, by the State to any officer or employee up to the amount of such advance."

Sincerely,

_____
Signature of Employee

_____
Typed or Printed Name of Employee

This application is hereby approved and the information contained herein is certified to be correct.

_____
Director/Administrator

Department of Administrative Services

_____
State Agency/Division

Date Needed By: _____

Destination: _____ _____
City, State **Dates of Travel**

Reason for Trip: _____
_____

PCA: _____**Agency Object:** _____