

CARMEL UNIFIED SCHOOL DISTRICT

**REQUEST FOR CASH ADVANCE
FOR STUDENT FIELD TRIPS**

(See reverse for instructions)

Employee/Vendor to whom
Advance is to be made out to: _____

Name of Educational Event: _____

Date: _____ Location: _____

Reason for request (please use a <u>separate form</u> for each type of request):	<u>Amount for:</u>
	Campsite fees \$ _____
	Entrance fees \$ _____
	Meals/Food \$ _____
Other (please explain):	Fuel \$ _____

School/Site: _____

Funding Source: _____

Account Code: _____

AUTHORIZATION FOR PAYMENT:

Signature of Principal/Administrator

Date

<u>DISTRICT OFFICE USE ONLY:</u>	
District Approval	_____
Account Code Check	_____
Funds Available	_____

SUBMIT TO BUSINESS OFFICE WITH NECESSARY ATTACHMENTS

CARMEL UNIFIED SCHOOL DISTRICT**REQUEST FOR CASH ADVANCE INSTRUCTIONS**

1. Cash Advance shall not be processed unless the Business Office has a Request to Attend Educational Event form on file.
2. A request for Cash Advance must be submitted at least 10 days prior to time for pick-up or delivery. Please consult the business office for a timeline on the A/P days available to make sure check will be processed in time.
3. Cash Advance shall not be processed unless the appropriate back-up paperwork is attached, (i.e., Request to attend Educational Event.)
4. All paperwork, including a personal check made payable to Carmel Unified School District if expenses are less than amount advanced, must be submitted within two weeks of the ending date of the Educational event or Field Trip.
5. No additional Cash Advance shall be issued until the previous advances are settled.
6. District procedures require that employees must reconcile outstanding Cash Advances prior to receiving their final payroll warrant on June 30.
7. Consultants shall not be paid by Cash Advance.
8. **ALLOWABLE EXPENSES:**
 - a. **Fuel:** All gas or oil receipts must be included for reimbursement.
 - b. **Meals:** All grocery receipts are required for reimbursement. Receipts for meals are required and must be itemized.
 - c. **Entrance Fees:** A receipt from the park or institution is required
 - d. **Site Fees:** Reimbursement shall be limited to the actual cost of campsite fees and receipts are required.
 - e. **Other:** Miscellaneous expenses such as parking fees, toll fees, business related telephone charges, etc. shall be eligible; please include receipts