

**REQUEST FOR TRAVEL ADVANCE**

DATE: \_\_\_\_\_

TO: Chapter \_\_\_\_\_

FROM: (Name) \_\_\_\_\_ (SSN) \_\_\_\_\_

(Title) \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Travel To: \_\_\_\_\_

Meeting Attending: \_\_\_\_\_

Or Other Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Send Check To (Address): \_\_\_\_\_

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Under IRS Ruling 943 in the U.S. Master Tax Guide, an advance to cover expenses falls into an accountable plan, which states that "the employee/(member) must return to the employer amounts in excess of the substantiated (or deemed substantiated) expenses ... An employee/member must return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. If the employee/(member) fails to return the excess within a reasonable period of time, excess amounts retained will be treated as paid under a non accountable plan and must be included in income by the employee/(member) ... The following are treated as occurring within a reasonable period of time: (1) advance payments - 30 days before reasonable anticipated expenses are paid (or incurred); (2) substantiation - 60 days after expenses are paid (or incurred); and (3) return of excess amounts - 120 days after expenses are paid (or incurred)."

By signing below, I agree to the terms of the above.

Signature \_\_\_\_\_ Manager or President Approval \_\_\_\_\_

**FOR CHAPTER USE ONLY**

Prior Advances Outstanding: \$ \_\_\_\_\_

(Date Last Claim)

Advance Approved By: \_\_\_\_\_

PLEASE SUBMIT ORIGINALS ONLY