



# NORTHERN NISHNAWBE EDUCATION COUNCIL

## Advance Requisition

(Only for purchases that **cannot** be arranged by Purchase Order)

Employee #

Name \_\_\_\_\_ Program \_\_\_\_\_ Date \_\_\_\_\_

TRAVEL INFORMATION							
DEPART FROM	DEPART DATE	DEPART TIME	TRAVEL METHOD & PO#	DESTINATION(S)	HOTEL & PO#	RETURN DATE	RETURN TIME
REASON FOR TRAVEL					FELLOW TRAVELLERS - ATTACH LIST IF NECESSARY		

OTHER PURPOSE

ESTIMATED EXPENDITURES - Employee	TOTAL
Meals	\$
Private Accommodation	
Mileage	
Other (specify)	
<b>SUB TOTAL</b>	\$

ESTIMATED EXPENDITURES - Students (MUST INCLUDE STUDENT LIST)	TOTAL
Meals	# STUDENTS X \$ RATE X # DAYS \$
Private Accommodations	# STUDENTS X \$ RATE X # DAYS
Other (specify)	
<b>SUB TOTAL</b>	\$

REQUESTED ADVANCE (must exceed \$50.00)	1027-00	\$
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Advances must be used for the stated purpose. The Employee who receives the advance is responsible for the funds and receipts. If a cancellation occurs, funds must be returned immediately, they may not be retained for future use. Advances may not be used to provide allowances for other employees. Receipts must be retained and submitted to finance with a **completed** expense report within five working days - you will not be eligible for further advances or claim reimbursements until a complete expense claim is submitted.

### I understand and agree to the terms and conditions

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

### Verified and Reviewed By

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Finance Approval
Batch #
Date
Cheque #