

**COUNTY OF RICHMOND, NORTH CAROLINA  
TRAVEL AUTHORIZATION AND REGISTRATION ADVANCE  
COMPLETE AND SUBMIT TO FINANCE (5) WORKING DAYS PRIOR TO TRAVEL**

Date of Request \_\_\_\_\_ Department \_\_\_\_\_

Employee Name \_\_\_\_\_

Budget Account \_\_\_\_\_ Travel Date (from) \_\_\_\_\_ (To) \_\_\_\_\_

Estimated Departure Time (AM/PM) \_\_\_\_\_ Estimated Return Time (AM/PM) \_\_\_\_\_

Destination (City & State) \_\_\_\_\_

TOTAL ESTIMATED EXPENSES

\$ \_\_\_\_\_ (Per Diem Request - Up to \$41.00 per day) (Requisition needed)

\$ \_\_\_\_\_ (Attach Registration Form) (Requisition needed)

\$ \_\_\_\_\_ Lodging (Government Discount) \_\_\_\_\_ Yes \_\_\_\_\_ No (Requisition needed)  
(Rate/night \_\_\_\_\_ # of Nights \_\_\_\_\_)

\$ \_\_\_\_\_ Meals (\$41/day) Breakfast \$7, Lunch \$11, and Dinner \$23 (Detailed receipts only)

\$ \_\_\_\_\_ Transportation (Vehicle)-County \_\_\_\_\_ Private \_\_\_\_\_ (\$0.575/mile) Air \_\_\_\_\_

\$ \_\_\_\_\_ Other (Please Explain) \_\_\_\_\_ (Requisition needed)

\$ \_\_\_\_\_ Total Estimated Expense

Purpose of Travel

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unspent advancement and **Original Detailed Receipts** must be turned in to Finance within (5) business days of return.  
If not, the amount unaccounted for will be deducted from employee's next paycheck.

**Original Receipts Are Required**

Settlement must be made with (5) days of return.  
I understand that I must have detailed receipts to be reimbursed for expenses.

Approved \_\_\_\_\_  
Department Head Date

Approved \_\_\_\_\_  
County Manager Date

\_\_\_\_\_  
Signature Date

Appropriation Available \_\_\_\_\_  
Finance Officer Date

**ORIGINAL DETAILED RECEIPTS ARE REQUIRED.**

Note: County Manager approval needed for Department Head Travel and Out of State travel only  
Form T-101 - Revised 01/01/15