3-05/030.40 - Travel Advances Due to Temporary Assignment on Catalina Island and North County Areas

A Claim for Travel Advance (SH-AD-596) shall be submitted, in duplicate, to Fiscal Administration at least two weeks prior to the date of departure. The unit will be notified when the check is available.

The advance request should cover the entire anticipated duration of the assignment, whether two weeks or two months. If the duration is unknown, the request shall be for one month at a time.

The Expense Claim (76E928), which is submitted to offset the advance, shall cover the same period of time as the advance and shall be submitted to Fiscal Administration in duplicate, within one week following the ending date of the trip. In the event that the advance is for a period in excess of one month, the expense claims shall be submitted monthly and reflect "PARTIAL." The last expense claim for the period shall indicate "FINAL." Reference the advance number and amount of each claim.