

## Advance Form

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Amount of Advance Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Please provide justification for this advance below. GPI **\*will not\*** advance funds without justification.

\_\_\_\_\_ miles of travel in a personal car at \$0.34 per mile (IRS charitable rate +\$0.20)

**OR**

\_\_\_\_\_ for gas – **you may claim either mileage OR gas expenses, but not both**

\_\_\_\_\_ nights of lodging at \$\_\_\_\_\_ per night

\_\_\_\_\_ for tolls

\_\_\_\_\_ for airfare

\_\_\_\_\_ for car rental

\_\_\_\_\_ days of meals (\$35.00/day for Region, \$40/day for WSBC)\*

\_\_\_\_\_ for other expense, please describe in detail below:

*Advances will not be given more than 2 (two) weeks prior to your expected departure date.*

I agree to present an expense report to Greater Pittsburgh Intergroup, postmarked within ten days of the final receipt, to account for this advance of funds, along with a check for any un-used portion of this advance. I understand that if I fail to do so I am responsible to return the entire amount of the advance to Greater Pittsburgh Intergroup.

\* please see the GPI Travel Policy (GPI Bylaws Appendix C), which is available on the GPI website at <http://www.gpioa.org/Bylaws-AppC.pdf> for details on GPI reimbursement for meal expenses.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Check # \_\_\_\_\_ Budget Category or Categories \_\_\_\_\_