

2010 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.

_____ nights of lodging at \$_____ per night

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

_____ for airfare

_____ for car rental

_____ days of meals (\$35.00/day)*

_____ 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 unused 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 # _____ Acct. &/or Budget Item _____