

**OHIO COUNTY SCHOOLS**

Wheeling, West Virginia

**CASH ADVANCE REQUISITION**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Account \_\_\_\_\_

School/Location \_\_\_\_\_

Title of Conference/Meeting \_\_\_\_\_

Location of Conference/Meeting \_\_\_\_\_

Date(s) of Conference/Meeting \_\_\_\_\_

**ESTIMATED COSTS:**

Travel: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meals: \_\_\_\_\_

Registration: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Amount requested (**Limit 75%**) \_\_\_\_\_

**Upon return, the employee must support claimed out-of-state expense on a regular travel expense form.**

Signature \_\_\_\_\_

Approved \_\_\_\_\_, Principal/Supervisor Date \_\_\_\_\_

Approved \_\_\_\_\_, D/A Superintendent Date \_\_\_\_\_

Approved \_\_\_\_\_, Superintendent Date \_\_\_\_\_