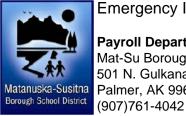
Emergency Issuance of Travel Advance



Payroll Department

Mat-Su Borough School District 501 N. Gulkana Matanuska-Susitna Palmer, AK 99645

In extreme emergency situations, employees may request an advancement to cover per diem and mileage costs ONLY associated with their travel. The following information must be completed and submitted to the Payroll Department at least thirty (30) days prior to the first day of travel. Failure to submit the request in a timely manner may result in a denial of the travel advancement.

Name:		Location:	
Employee ID:	SubFinder Job #:	Dollar Amount Requested:	
Address:		First day of Travel:	
		Last day of Travel:	
Detailed explanation of n	eed:		
Employee Signature	Date	Supervisor Signature	Date