



Abbeville County

Travel Advance

Employees using their personal vehicles

Name: _____

Date: _____

Travel Destination: _____

Attending: _____

Dates: _____ (Date of Conference, Workshop or Seminar)

Department: _____

Amount Requested: _____

General Ledger Code: _____

MUST INCLUDE AGENDA & MILEAGE VERIFICATION

Mileage:	# of Miles	\$0.540 Per Mile	Total for Trip

(Employees using their personal vehicle)

Date Requested: _____

Employee Signature: _____

Department Head: _____

Approved By: _____

County Director