

Pre-Payment Request for Travel

To: Accounts Payable , 3001 2nd Floor

Date:

From : _____
Signature of Attendee Print Name of Attendee

RE: Travel Pre-Payment

AP Document Number
(AP use only)

Attendee Information

Personnel Number Conference Title

Date(s) of Conference

Requesting Pre-Payment for: Registration Rental Car Airfare
(check all that apply)

Registration

Registration Cost(s) Location of Conference

Checks Payable To:

Registration Mailing Address

Address including City,State and Zip Code

Vendor Contact Number

Rental Car

A rental car may only be used if a District Fleet Vehicle is not available or feasible and if the traveler can demonstrate that the cost of the rental car is cheaper than using a taxi or other public transportation. Rental car costs may be placed on an employee's District issued p-card **except** for the cost of gasoline. Any expenses for rental car gasoline incurred by the traveler must be paid by the traveler. These expenses will be reimbursed post travel with the submittal of original receipt(s).

If the employee does not have a District issued p-card, car rental may be charged by using a District Rental Car Voucher. Rental Car Vouchers are only available for use with Avis Rental Car and reservations must be made by calling 1-800-331-1212. Vouchers must be obtained prior to rental car pick up. Vouchers can be obtained from the Accounts Payable Office.

Note: Billing for rental cars rented via vouchers, only occur monthly. Departments will not realize rental car expenses deducted from their budget until after Avis Rental Car Company has invoiced the District and the invoice has been processed

Avis Rental Car Confirmation Number (required): _____

Pre- Payment Request Authorized By:

(Supervisor and Chief) Date

Project Manager if applicable: _____ Date

Commitment Item Functional Area CostCenter

Mail Registration Check Request to Pick Up Check . Please contact me when check is ready at

AP Use Only

Vendor Number _____ Invoice Number _____ Amount \$ _____