

TRIP-BY-TRIP TRAVEL ADVANCE REQUEST FORM

Attach this form to SF 1038 (Advance of Funds Application and Account). Failure to complete this form may result in your request being denied.

Traveler: _____

Social Security Number: _____

Temporary Duty Area (City/State): _____

Dates of Travel: _____

Please answer the following questions:

1. Are you an infrequent traveler (travel less than 2 times a year)?

Yes ___/No ___

2. Do you have a Government Travel Charge Card? Yes ___/No ___

If yes, please explain your reason for obtaining a travel advance.

3. Have you lost your charge card privileges? Yes ___/No ___

4. Did you choose to waive a Government Travel Credit Card?

Yes ___/No ___

5. Do you currently have an electronic deposit account for travel reimbursement? Yes ___/No ___.

NOTE: If you answer yes and your advance is not being obtained by imprest or Federal Select you will be notified of the advance being deposited into you personal account.

6. Do you currently have an outstanding travel advance? Yes ___/No ___.

If you answer yes:

How much was the prior advance(s)? \$ _____

When did you apply for this advance _____ (date).

Employee Signature: _____ Date: _____

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