

Human Resources Policy/HRP-614-A

# Travel and Training Advance Request Form

---

1. Advances against travel or training expenses in an amount anticipated to cover expenses of a trip or Registration over \$125.00 are available, if desired after the Request for Travel and Training funds has been approved. The Travel and Training Advance Request must be approved by the employee's manager or, in the case of a manager, by the department director, with estimated costs of /registration /travel expenses and then sent to the Human Resources Department. NKC will not give travel or training advances if the employee has an outstanding advance for which an expense report has not been submitted and any amounts owing settled.
2. Upon return, a complete accounting of travel expenses, **proof of registration (accompanied with required receipts), and certification must be submitted with completed "Northwest Kidney Centers Expense Report"** within four weeks of date returned from travel or class/workshop. Failure to submit timely expense reports may result in disciplinary action. At this time, a final settlement is calculated between the employee and NKC. When cash advances in connection with a trip or training program exceed the expenses borne by the employee, the balance must be returned to the Accounting Department with the travel expense report.
3. If travel/training advances are outstanding beyond four weeks of date returned from travel/training, the outstanding advance may be collected from the employee via a payroll deduction, as provide for below.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Shift: \_\_\_\_\_

**Northwest Kidney Centers**

Human Resources Policy/HRP-6-14-A/Travel and Training Advance Request Form

Purpose of Travel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funds Requested:

Airfare \_\_\_\_\_

Lodging \_\_\_\_\_

Registration \_\_\_\_\_

Other \_\_\_\_\_

**Total** \_\_\_\_\_

I understand that if a travel/training advance is outstanding beyond four weeks of the date I returned from travel, the outstanding advance may be deducted from my paycheck.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager/Vice President Approval: \_\_\_\_\_

Date: \_\_\_\_\_

