**Pre Authorization Form** – should be filled out and have all signatures before the travel occurs.

**TR-1 – only with expenses for reimbursement**

Name of Payee: Enter your name.

Official Duty Station: Business address

Home Address: Address on W-9

Purpose of trip: Annual Training

Regardless of how much you tip, we cannot reimburse more than 15%.

You must also have a google map attached showing the mileage; parking, baggage, transportation receipts.

**Travel Reconciliation needs to be completed if ADVA paid some of expanses as hotel or air tickets**

Traveler: Your name

Event: Training Credit Card receipts Enclosed: 1 (hotel receipt)

The left side of the form should match the figures on the TR-1 Reimbursement form

If lodging is paid by ADVA, please put a “0” on this side

For the right side, you will enter the total hotel rate for each day, including taxes.

Then total the TR1 day and the hotel day for each line.