

**STATE OF NORTH CAROLINA**  
**Judicial Branch Of Government**  
**North Carolina Administrative Office Of The Courts**  
**PO Box 2448**  
**Raleigh, NC 27602**

**EMPLOYEE**  
**TRAVEL ADVANCE REQUEST**

**INSTRUCTIONS**

**INSTRUCTIONS TO REQUESTER:** *This form must be completed by the employee and submitted at least two weeks prior to the date the advance is needed. Travel advances for occasional travel may not be issued more than 5 days prior to the date of departure. Lodging expenses are not eligible for a travel advance unless the Judicial Branch's travel agency is unable to provide pre-paid lodging for the overnight trip. The total cost of the trip must exceed \$100 to qualify for an advance. No travel advances will be issued during the month of June. Submit this completed form with a copy of the "Request For Special Travel And Training" form (AOC-A-182) to AccountsPayable@nccourts.org.*

**EMPLOYEE INFORMATION**

<input type="checkbox"/> Supreme Court <input type="checkbox"/> Court of Appeals <input type="checkbox"/> Superior Court <input type="checkbox"/> District Court <input type="checkbox"/> Clerk's Office <input type="checkbox"/> District Attorney's Office	<input type="checkbox"/> Public Defender's Office <input type="checkbox"/> Special Counsel's Office <input type="checkbox"/> Appellate Defender <input type="checkbox"/> IDS Other: _____	<input type="checkbox"/> Specialty Court, Grant, or Conference/Commission: _____	<input type="checkbox"/> AOC Division/Section: _____  Name of Judicial Branch-sponsored event, if applicable: _____
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Requester Name	Job Title	County/District
Work Address	Email Address	Work Telephone
Reason For Trip	Departure Date	Return Date

**ESTIMATED EXPENSES**

Meals _____ Lodging (see Note) _____ Transportation _____ Tuition/Registration _____ Other Expenses _____ Total Estimated Expenses _____ Percentage Allowance <span style="float:right">75%</span> Total Advance _____	<p><b>NOTE:</b> Please refer to the Judicial Branch Travel Policy for details on allowable travel expenses.</p> <p>Note that lodging expenses are not eligible for a travel advance unless the Judicial Branch's travel agency is unable to provide pre-paid lodging for the overnight trip. Documentation of this situation should be provided with any request for a travel advance for lodging expenses.</p>
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**TEMPORARY ADVANCE:** Advances should be deducted from the reimbursement request, which should be submitted within 30 days after the travel occurs or by June 1, whichever comes first. Any excess advance **MUST** be returned with the travel reimbursement request. Future advances may be denied if settlement is not made within the 30 day period. The amount of advance not settled within the time specified may be deducted from the employee's pay in the next available payroll cycle.

**PLEASE ATTACH A COPY OF THIS FORM TO YOUR TRAVEL REIMBURSEMENT REQUEST.**

I certify that funds requested herein are to be used for the purpose stated. I further certify that any funds advanced to me will be repaid immediately on the return from trip and/or at request of the Administrative Office of the Courts, and that any funds advanced to me will be repaid prior to my last day of employment.

**I hereby authorize the Administrative Office of the Courts to deduct any amount of advance not settled within the time specified above from my payroll check.**

Requester Signature	Date	Supervisor Signature (Required)	Date
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**FOR USE BY NCAOC FISCAL SERVICES DIVISION**

BUDGET FUND	ACCOUNT	CENTER	AMOUNT
	Travel Advance		

Verified And Approved For Payment	Date
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