



CALIFORNIA STATE RETIREES
REQUEST FOR TRAVEL ADVANCE

DATE: _____

TO: Chapter _____

FROM: (Name) _____ (SS#) _____
(Title) _____

Amount Requested: \$ _____ Travel to: _____

Meeting Attending: _____

Or Other Purpose: _____

Departure Date: _____ Return Date: _____

Send Check To (address): _____

Under IRS Ruling 943 in the U.S. Master Tax Guide, an advance to cover expenses falls into an account-able plan, which states that "the employee/(member) must return to the employer amounts in excess of the substantiated (or deemed substantiated) expenses ... An employee/(member) must return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. If the employee/(member) fails to return the excess within a reasonable period of time, excess amounts retained will be treated as paid under a nonaccountable plan and must be included in income by the employee/(member) ... The following are treated as occurring within a reasonable period of time: (1) advance payments — 30 days before reasonable anticipated expenses are paid (or incurred); (2) substan-tiation — 60 days after expenses are paid (or incurred); and (3) return of excess amounts — 120 days after expenses are paid (or incurred)."

By signing below, I agree to the terms of the above.

Signature _____ Manager's Approval _____

FOR CHAPTER USE ONLY

Prior Advances Outstanding: \$ _____ (date last claim) _____

Advance approved by: _____

PLEASE SUBMIT ORIGINALS ONLY