

**IPSB OUT-OF-PARISH TRAVEL PREPAYMENT REQUEST**

**REGISTRATION**

REGISTRATION PAYABLE TO: \_\_\_\_\_  
 COMPLETE MAILING ADDRESS: \_\_\_\_\_

PERSON ATTENDING	CONFIRMATION NUMBER	DATE(S)	AMOUNT	FOR ACCOUNTING DEPARTMENT USE ONLY											
				ACCOUNT NUMBER											
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
<b>TOTAL</b>			\$ -	-	X	-	-	580	-	-	-	-	-	-	-

**HOTEL**

HOTEL PAYABLE TO: \_\_\_\_\_  
 COMPLETE MAILING ADDRESS: \_\_\_\_\_

PERSON ATTENDING	CONFIRMATION NUMBER	DATE(S)	ROOM RATE ONLY (NO TAX)	FOR ACCOUNTING DEPARTMENT USE ONLY											
				ACCOUNT NUMBER											
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
<b>TOTAL</b>			\$ -	-	X	-	-	580	-	-	-	-	-	-	-

**OTHER (AIRFARE, ETC)**

OTHER PAYABLE TO: \_\_\_\_\_  
 COMPLETE MAILING ADDRESS: \_\_\_\_\_

PERSON ATTENDING	CONFIRMATION NUMBER	DATE(S)	AMOUNT	FOR ACCOUNTING DEPARTMENT USE ONLY											
				ACCOUNT NUMBER											
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
				-	X	-	-	580	-	-	-	-	-	-	-
<b>TOTAL</b>			\$ -	-	X	-	-	580	-	-	-	-	-	-	-

ATTACH THE APPROVED OUT-OF-PARISH TRAVEL REQUEST TO THIS FORM ALONG WITH DOCUMENTS SUPPORTING THE PAYMENT REQUEST.  
 WITHOUT THE REQUESTED INFORMATION, THE CHECK WILL NOT BE ISSUED.

\_\_\_\_\_  
 EMPLOYEE APPROVED: \_\_\_\_\_  
 SUPERVISOR/DIRECTOR

APPROVED FOR PAYMENT: \_\_\_\_\_  
 DIRECTOR OF BUSINESS AND OPERATIONS