



GOVERNMENT OF GUAM
HAGATÑA, GUAM 96932
DEPARTMENT OF ADMINISTRATION
Travel Advance and Authorization



Date: _____

MEMORANDUM

TO: Department of Administration
FROM: _____
SUBJECT: Advance Per Diem and Miscellaneous Expenses Request (DOA-AP REF: _____)

Hafa Adai!

By signing and completing the information below, I understand that this advance is recorded as a receivable due from me in the accounting books until I submit the Travel Voucher Clearance (Forms ACC-TRD001 and ACC-TRG001):

	Per Diem
	Registration Fee
	Miscellaneous Expense
	Ground Transportation
TOTAL ADVANCE	

The undersigned also has read and understood 9 GCA §46.25 which states: "A person commits a misdemeanor if, knowing that he has no privilege to do so, he falsifies, destroys, removes or conceals any writing or record, with intent to deceive or injure anyone or to conceal any wrongdoing."

Furthermore, I understand that I am required to file my Travel Voucher and supporting documents such as: (1) Boarding passes; (2) Certificate of Participation or Completion; and only if additional Advance Per Diem / Reimbursements was approved, (3) Hotel Receipts; Meal Receipts; Ground Transportation Receipts & other travel related receipts; with the DOA Division of Accounts no later than ten (10) days upon return to Guam as per 5 GCA Chap 23 §23104(c). After ten (10) days, all uncleared advances will automatically be set-off as authorized by this memo.

I understand that upon my return I will settle outstanding balance due in the amount of \$ _____ or provide clearance due, Reference to TA# _____. I also understand that the DOA can recover advances, by debiting my bank account or suspending my travel privileges until all outstanding travel is cleared. If I receive per diem allowance reimbursement from the conference sponsor, this advance per diem must be refunded or returned to the Department of Administration immediately per 5 GCA §23104.

I hereby acknowledge that I have read and understood the conditions under which my advance allowance is made and fully concur with the provisions stated above. Should I fail to clear any outstanding travel, I hereby authorize the DOA, its successors and/or assigns to automatically draft from my bank account listed above for the specified amount as per 5 GCA §23108. I agree that such payment of Travel Advance due should be treated as if I personally signed for the payment. I further agree that if any such payment is dishonored, intentionally or inadvertently, DOA shall be under no liability with respect thereto.

TRAVELER'S SIGNATURE

Distribution: Original – Division of Accounts
Copy – Traveler