



# PIRATE Advance Funding Request

Request Date

PIRATE Session Dates

Payee Name and Address

## Anticipated Travel Costs

Lodging

Ground Transportation

Airfare

Copays

Per Diem (meals/incidentals)

Other: \_\_\_\_\_

TOTAL ADVANCE REQUEST:

(maximum \$2000)

The payee's completed W-9 is attached with this request.

Requestor Signature

- No advances may be made more than 30 days prior to the expense.
- Receipts must be provided for all expenses other than per diem and personal car mileage. Should no receipts be submitted in support of the advanced funds within 60 days of the expense, those funds will become taxable income to the payee. In order to allow for that possibility, the IRS Form W-9 is required to be completed by the payee but will only be used if this specific situation occurs.
- If the actual costs of participation are less than the advance, reimbursement must be made to the Foundation within a reasonable period of time.

VHF Office Use Only

CEO Approval

Entered in A/P by:

Funds/budget verified by: