



REQUEST FOR TRAVEL ADVANCE

DATE: \_\_\_\_\_

TO: ACSS Headquarters  
3000 Advantage Way, Suite 210, Sacramento, CA 95834

FROM: (Name) \_\_\_\_\_

(ACSS 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 accountable 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) substantiation — 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 HEADQUARTERS USE ONLY**

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

Advance approved by: \_\_\_\_\_