



**Lower Kuskokwim NEA**  
 PO Box 628  
 Bethel, AK 99559

**Member Travel Advance/Authorization**

Payable to: \_\_\_\_\_

Traveler:	Job Title:	Site/Department
Purpose Of Trip:	Date:	Advance Amount:

I understand that by accepting this travel advance that I am expected to attend and participate actively in all meetings and events of the trip. This includes, but is not limited to, attendance at scheduled meals which an activity (speaker or planned topic) is planned. If for some reason I do not complete these duties, or contact the association President to be excused from such meeting(s), I hereby authorize LKNEA to deduct from my paycheck or collect by any other means an amount up to the full amount of the travel advance listed above.

Further, I hereby authorize LKNEA to deduct from my paycheck or collect by any other means an amount up to the full amount of the travel advance listed above in the event that appropriate documentation/receipts showing use of the travel advance has not been submitted by me to the Association within sixty (60) days after completion of travel.

Member Signature: \_\_\_\_\_

Approved by \_\_\_\_\_

Check # \_\_\_\_\_