



TRAVEL/PURCHASE AUTHORIZATION AND ADVANCEMENT FORM

Person(s) traveling or purchasing: _____

Dates(s) of travel or purchase: _____

Reason: _____

Treasurer/Executive Director

Date

**REIMBURSEMENTS MUST BE SUBMITTED WITHIN 30 DAYS OF
THE TRAVEL/PURCHASE DATE. NO REIMBURSEMENT SHALL
BE MADE AFTER 30 DAYS OF THE TRAVEL/PURCHASE DATE.**

**Travel/Purchase is hereby authorized and/or cash advance
approved on behalf of LeadMN**

Individual is authorized for travel/purchase cash advance of \$ _____

Approval of cash advance by General Assembly/Governing Council on _____