

AESI Travel Fund Advance Request (TFAR) Form

Today's Date: _____

Employee's Name: _____

Employee's Daytime
Phone Number: _____

Employee's
Client Company: _____

Date(s) of
Proposed Travel: _____

Estimate of
Travel Expenses: _____ (\$_____ .00)

- A. Airfare Estimate \$ _____
- B. Car Rental Estimate \$ _____
- C. Hotel Estimate \$ _____
- D. Meals Estimate \$ _____
- E. Other \$ _____

Please specify other: _____

Date you would like to pick up funds: _____
(cannot be more than 3 days prior to departure)

Instructions:

1. Complete this form. You will need to call the travel agent or the various entities (hotel & car rental companies) themselves to get an idea of your advance needs.
2. Attach a copy of the Client's travel authorization to this request.
3. Read and sign the TFAR Agreement
4. Fax the forms to 408-739-2374 at least 12 hours prior to your departure.
5. Call in advance before coming to the office to pick-up your advance.

Note: You *must* come to the office to pick up the funds and sign the receipt.



AESI Travel Fund Advance Request (TFAR)

Travel Funds Advance Request Agreement

Whereas, AESI desires that the Employee travel at the request of the Client; and,

Whereas, the Employee agrees to perform such travel; and,

Whereas, the Employee desires to have funds advanced to him or her for the sole purposes of said travel; and,

Whereas, AESI agrees to advance the Employee said funds for the sole purpose of travel expenses incurred while performing said travel for AESI; and,

Whereas, both parties agree that the advance of funds be governed by the terms and conditions as set forth below:

NOW THEREFORE, in consideration of the promises and mutual covenants set forth below, the parties hereto agree as follows:

1. AESI agrees to advance funds in the amount of \$ _____ U.S. Dollars, (“Funds”) to the Employee for the sole purpose of paying travel-related expenses incurred while traveling for AESI and Employee agrees to use Funds for said sole purpose.
2. This Agreement shall not be valid until Funds are received by Employee as evidenced by a receipt signed by Employee.
3. Employee shall refund any unused portion of Funds to AESI promptly and in accordance with AESI policy.
4. Employee understands and agrees that he or she shall be solely responsible for Funds in all matters related thereto and shall reimburse AESI for any Funds which are either: a. not accounted for in any expense report submitted to AESI in accordance with AESI policy; or, b. are not a bonafide travel expense.
5. Employee acknowledges and hereby gives AESI permission to deduct any portion of the Funds not used in accordance with this Agreement or not refunded to AESI, from his or her payroll check directly in order to reimburse AESI. AESI agrees to inform Employee prior to making such deduction and to offer written explanation of any such deduction.
6. Should any legal action be taken to enforce any rights under this Agreement, the prevailing party shall be entitled to all costs, including collection costs and reasonable attorneys’ fees, regardless of whether or not such action is actually presented in a court of law.

Agreed to this _____ day of _____, 20 ____.

Employee Signature

Print Name



AESI Travel Fund Advance Request (TFAR)

AESI Travel Funds Advance Request (TFAR) Receipt

I, _____, acknowledge receipt of travel funds advance in the amount of \$ _____ (_____ .00).

I agree to be bound by the terms and conditions in the Travel Funds Advance Request Agreement.

Signature *Date*

Print Name

Attach copy of check given to employee here.