

# RECEIPT OF TRAVEL ADVANCE



I, \_\_\_\_\_ acknowledge the receipt of \$\_\_\_\_\_ from Altman Specialty Plants (ASP) as an advance for travel expenses. I am personally responsible for these funds until I provide ASP with a proper complete accounting of their use. I further understand that it is my responsibility to submit all business related travel receipts to the company within 30 days of their occurrence.

If my employment is terminated with ASP, I hereby give my permission for ASP to deduct the entire amount above from my final payroll check.

Any legitimate expenses turned in by me after termination will be reimbursed to me by company check within one week of receipt by ASP.

Signature\_\_\_\_\_ Date\_\_\_\_\_

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

Site Manager

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