



ADVANCING SCIENCE. SERVING SOCIETY

AAAS S&T POLICY FELLOWSHIPS

TRAVEL AUTHORIZATION / TRAVEL ADVANCE

(ALL ADVANCE MONIES ARE FOR EXCLUSIVE USE BY THE REQUESTOR & MAY NOT BE SHARED)

NAME:		EMAIL:	
Total Estimated Trip Cost (including airfare, even if booking through CONCUR):			
Advance Amount Requested (deduct CONCUR Costs; whole, round number amounts):			
*Travel/Training Approval Attached:			
*Print out of registration page (clearly states name and location and registration deadline information)			

***Mandatory documentation, if not attached, this form will be returned and could delay approval and payment**

Advances are limited to \$5000, whole numbers and should be equal to or less than the total amount of the trip and are subject to deduction by AAAS.

DOES TRAVELER HAVE ANY OUTSTANDING ADVANCES YET TO BE ACCOUNTED FOR?

NO

YES

If YES, please state the outstanding amount. \$

TRAVEL INFORMATION		
(if multiple events, please print and attach all support documentation requested)		
NAME AND LOCATION OF TRAVEL/TRAINING	DATES OF TRAVEL/TRAINING	AMOUNT REQUESTED
1.		
2.		
3.		
4.		

CERTIFICATION BY THE FELLOW

I understand that a full accounting of this advance must be received at AAAS **within 30 business days** of the scheduled end date of my trip as noted above, or the American Association for the Advancement of Science will withhold my next stipend payment, unless I provide evidence of extenuating circumstances sufficient that the AAAS Director or Senior Project Administrator for Finance requests an extension.

By requesting an advance, you are agreeing to the above terms.

***PLEASE ALLOW 15 WORKING DAYS TO PROCESS THE TRAVEL ADVANCE
AND PROVIDE THE DIRECT DEPOSIT FORM (if you have not received a reimbursement or advance)**

Complete and upload to Fyle as an Advance along with STPF Approval Document and any supporting documentation.