

**COMPLETING AN ADVANCE REQUEST**

**Registration:**

When requesting an advance for registration, attach a copy of the registration form with the amount due. If using a purchase order (P.O.) for registration, indicate with "P.O." in the registration advance box.

**Lodging:**

Limit hotel expense to \$85 a night plus applicable tax. For 199 1428 W\* n BT

**SUBMITTING REPORT**