



TRAVEL ADVANCE REQUEST

(Must be submitted at least 5 business days prior to desired receipt)

Date: _____

RE: Travel Authorization #: _____ Departure Date: _____

****Travel advances are only available for University group travel****

*****Attach this form to the completed & approved Request for Travel Authorization Form*****

I understand that a travel advance is a short-term loan to be used only for expenses directly related to the above noted authorization. It is my responsibility to submit a completed travel reimbursement claim with appropriate receipts within 30 days from the date the trip is complete. Any unused or unaccounted for advance funds will be returned to the University upon request from the Travel Office.

I understand that expenses not adequately accounted for within 60 days from the date the trip is complete will be automatically deducted from my paycheck until either the loan is fully repaid or until proper paperwork is submitted. I understand that this travel advance must be accounted for or repaid before any additional advances will be issued and prior to termination of my employment at the University.

I do hereby request an advance in the amount of \$_____. I would like to receive the advance on or before _____ (not to exceed 7 days prior to departure.)

Traveler's Signature: _____

Business Office Use Only

Accounting: 110030 – 121200

Processed Date: _____ Initials: _____