



REQUEST FOR TRAVEL ADVANCE

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Date Advance Needed \_\_\_\_\_

Purpose of Travel

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Destination \_\_\_\_\_ Travel Dates(s) \_\_\_\_\_ to \_\_\_\_\_

Travel \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Other \*\* \$ \_\_\_\_\_

Total Request \$ \_\_\_\_\_

**Approvals:**

Originator \_\_\_\_\_ Division Director \_\_\_\_\_

Vice President \_\_\_\_\_ Office of Finance \_\_\_\_\_

President \_\_\_\_\_  
(if over \$5,000)

\*\* Description of "Other" expense \_\_\_\_\_  
\_\_\_\_\_

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**ACKNOWLEDGEMENT OF EXPENSE ADVANCE**

This acknowledges receipt of \$ \_\_\_\_\_ on \_\_\_\_\_ for the purpose of advance against expected expenditures. This advance will be accounted for on a Travel Expense Report form within **5 business days** on my return from the trip. Otherwise you are authorized to treat the advance as a deduction from my next salary check.

**Failure to file a Travel Expense Report with receipts within 5 business days of your return can prevent you from receiving future travel advances.**

Signature \_\_\_\_\_