



Name _____

Date _____

Place to be visited _____

Department _____

Date Departure _____

Date return _____

Reason for trip _____

COMPUTATION OF TRAVEL EXPENSE CASH ADVANCE

Request for cash in the amount approved is acknowledged. All advances must be repaid within 30 days after the end of the trip or by the end of the fiscal year, whichever comes first.

Funds requested

For Transportation _____

For Total Daily Subsistence _____

For Other Expenses _____

Total Funds Requested _____

TOTAL ADVANCE APPROVED _____

(Maximum Allowable 80% of Funds Requested)

Signature of Traveler

APPROVED:

Director of Accounting

Provost or Executive VP as Appropriate

White - Accounting Yellow - Traveler