



No. _____

REQUEST FOR TRAVEL ADVANCE

The University will issue travel advances to faculty, staff and students traveling on University business if the expected CASH expenditures of the trip exceed \$200. Cash expenditures are defined as expenses which cannot be charged on the American Express Corporate Card, another credit card, or paid directly by the University (such as hotel, airplane, car rental, etc.).

Requests for travel advances must be properly approved and submitted to Accounts Payable at least 5 working days prior to departure. Accounting for travel advances should be submitted within 15 days after completion of the trip, and before other travel advances or reimbursements are requested.

Any unsubstantiated portion of an advance outstanding after one-hundred and twenty (120 days) will be treated as salary, subject to withholding, on the employee's Form W-2. Students will have this amount charged directly to their student account.

FOAPAL CODES					
*Fund(6)	*Org(5)	*Account(5)	*Program(2)	Activity (5)	Location (4)

Name/Title (Please Print)

*Fields required for data entry (#) identifies the length of the number

Department

Campus Telephone No.

Travel Dates/Location (s)

Business Purpose of Trip:

Detail of Expected Cash Expenditures:

(Examples of cash expenditures include taxis, tolls, tips and meals not chargeable to the Corporate Card)

Description	Amount	Description	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL TRAVEL ADVANCE REQUESTED

*Amount will be direct deposited unless instructed otherwise

Signature

Date

Department Approval Signature

Approval Name (Please Print)

Date

Controller's Group Use Only

Review/Date

FOAPAL CODES					
Fund(6)	Org(5)	Account(5)	Program(2)	Activity (5)	Location (4)
100000	58050	12732	99		