



Travel Advance Request Form

Original, itemized receipts or invoices along with a Travel Expense Report are required within 30 days of your return on campus. All unused funds must be repaid with a personal check accompanying the report. Failure to clear travel advances promptly may result in a payroll deduction for employees or the inclusion/reporting of the advance as financial aid for students. Please include airfare and hotel quotes with your travel advance request form.

Please complete this form electronically.

Traveler Name: _____

Banner ID Number: _____

Budget to be charged (FOAP):	_____	_____
	Fund	Organization

Amount Requested:

Transportation: _____ **Lodging:** _____

Meals & Incidentals: _____ **Other:** _____

TOTAL: _____

Business purpose of travel:

Travel advances will be paid 7 to 14 days prior to departure.

Destination: _____

Dates of Travel: _____

Number of Travel Days: _____ **Number of Non-Travel Days:** _____

**Travel days are typically the first and last day of travel*

I will clear this Travel Advance by submitting a Travel Expense Report with original, itemized receipts within 30 days of my return. All unused funds will be repaid by my personal check accompanying the expense report. A University check will be issued to me for approved expenses in excess of the advance. I understand that un-cleared advances will be charged to me through payroll deduction.

Traveler Signature: _____

Approval signature: _____