

TRAVEL ADVANCE REQUEST

Procedure 602.4 – Supplement 1

Date _____ Charge to Account 0-17000-1392
Name _____
Department _____
Trip Destination and Purpose _____

Date Leaving _____ Date Returning _____

Expense Items: Estimated Cost:

Transportation: Rail \$ _____

Air (Must have Dean's approval) _____

Car _____

Bus _____

Per Diem Costs:

Meals: _____ days @ \$ _____

Lodgings: _____ days @ \$ _____

Misc. _____

TOTAL \$ _____

I AGREE that within 30 days after my return from my trip, and before applying for another advance, an itemized report of this advance, using the Travel Expense Report/Voucher, with transportation, hotel, and any other obtainable receipts attached, will be filed and sent to the Business Office.

Signature of Applicant

Approved by: _____

Department Head

Dean (If necessary)

Director, Business Svcs.

White - Accounts Payable

Canary - Accounting

Pink - Requester

Revised: 4/7/94