

## TRAVEL ADVANCE REQUEST

Business Office Use and Approval					
Invoice #	TR ADV		Banner Document #		
Check Date		ACH Date		A/P Approval	
Traveler Information & Trip Details					
Employee Name			Title		
Department			Employee ID #		
Travel Dates			<div style="display: flex; justify-content: space-between;"> <span>Air</span> <span>Ground</span> </div>		Transportation Type
Destination(s)		City	State	Country (if foreign travel)	
Business Purpose of Travel:					
Index(es):			<div style="display: flex; align-items: center;"> <span>\$</span> <div style="flex-grow: 1; border-bottom: 1px solid black; margin-left: 5px;"></div> </div>		
Notes:			Approved Trip Amount:		
Travel advance index & acct		Advance amount (80% of estimated out of pocket expenses, and will not be issued for less than \$200)		Date advance funds need to be available	
ADV001-A3110					
Traveler Signature			Date		
Budget Authority Approval					
I certify that funds are available for this expenditure					
Budget Authority Signature			Date		
Acknowledgements and Routing Instructions					
<p>Receipt is hereby acknowledged of an advance from EOU funds as follows:</p> <ul style="list-style-type: none"> <li>* I understand that this travel advance is not a loan and that these funds are to be used solely for the purpose of defraying reimbursable travel expenses.</li> <li>* I understand that I must submit a travel requisition, supported by itemized receipts immediately upon conclusion of this trip and that any unused travel advance funds will be repaid.</li> <li>* I understand that my signature serves as authorization for a payroll deduction from my paycheck if this advance is not settled within 30 days from the conclusion of the trip.</li> <li>* In the event of my termination of employment with EOU, prior to prepayment of this advance, I authorize the Payroll office to deduct from my paycheck any amount of this advance that has not been reconciled or reimbursed to the University.</li> <li>* I understand that my signature serves as authorization for any amount of this advance that has not been reconciled within 30 days of the conclusion of the trip, to be turned over to EOU collections if payroll funds are insufficient or unavailable.</li> </ul> <p>Routing Instructions: Once approved by the department, send the completed form to Accounts Payable, Inlow 208</p>					