



TRAVEL ADVANCE REQUEST FOR NON EOU EMPLOYEES

Business Office Use and Approval- Due 14 days before departure to Accounts Payable

Invoice #	TR ADV	Banner Document #	
Check Date		ACH Date	A/P Approval

Traveler Information & Trip Details (Employees must use the Laserfiche form)

Student or Non-Employee Name	EOU Affiliation/Title		
Department Sponsoring The Trip	ID #		
Travel Dates	Transportation Type <input type="checkbox"/> Air <input type="checkbox"/> Ground		
Destination(s)	City	State	Country (if foreign travel)
Business Purpose of Travel:			
Index(es):	\$		
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 \$100)	Date advance funds need to be available
ADV001-A3110		

Traveler Signature	Date
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Budget Authority Approval

I certify that funds are available for this expenditure	
Budget Authority Signature	Date

Acknowledgements and Routing Instructions

Receipt is hereby acknowledged of an advance from EOU funds as follows:

- * 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.
- * I understand that I must submit a travel reimbursement, supported by itemized receipts, immediately upon conclusion of this trip and that any unused travel advance funds will be repaid immediately.
- * 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.
- * In the event of my termination of employment with EOU, prior to repayment 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.
- * that in the event I default on this agreement and it becomes necessary to place this advance amount for collection, I agree to pay any collections fees (in addition to the advance amount) that result from the enforcement of this agreement.

Routing Instructions: Once approved by the department, send the completed form to Accounts Payable, ap@eou.edu

Updated 3/12/24

*All travel involving students will need a fully signed Student Travel packet accompanying this request in order to be approved.