

CASH AND/OR TRAVEL ADVANCE REQUEST

TODAY'S	DATE:
I ODAI J	DAIL.

DATE CHECK NEEDED:

USE A FRIDAY DATE (IF EMERGENCY, CALL FINANCE)

NAME ON CHECK: DEPARTMENT NAME:

PURPOSE OF THIS ADVANCE:

DATE(S) OF USE:

SUBMIT EXPENSE REQUEST FORM WITH ORIGINAL RECEIPTS UPON COMPLETION OF USE

FUND	DEPARTMENT					OE	BJEC	т со	DE	DESCRIPTION		TOTAL	
							7	8	9	1	Mileage		
							7	8	9	2	Lodging/Meals/Airfare		
							7	8	9	3	Vehicle Rental		
							7	8	9	4	Conference Fees		
							7	6	5	0	Special Events		
TOTAL													
Requested By Signature Date													
Div Dean/Manager Signature				Date	Cabinet Member (If Needed)					Date			
IF EQUAL TO OR ABOVE \$5,000, a signature from the President, Provost, or CFO is needed:													