



Athletics

Cash Advance/Team Travel Advance

Requestor: _____ A# _____

Destination(s): _____

Purpose of Trip: _____

Start and end date of travel: (advance will be paid 7-10 days prior) _____

THIS ADVANCE IS A PERSONAL LIABILITY. The advance must be repaid and/or a travel detail must be submitted within thirty (30) days of the traveler's return. (Per Board of Regents policy number 5:21, employee debts to their institutions may be satisfied through voluntary or involuntary deductions from salary, or they may be referred to a collection agency.)

Requested by _____ Date _____ Authorized by _____ Date _____

INDIVIDUAL CASH ADVANCE (a travel payment detail must be submitted upon return)
Note: If travel is out of state "Request for Out of State Travel" form must be filed in advance

Amount of Advance \$ _____ Account to be Charged _____

(cash advances are calculated at 80% of expenses, excluding amounts already paid in advance or covered by a purchase order. Per State rules, advances are subject to a \$200 minimum and a maximum of \$2000)

Form of Payment Requested Direct Deposit Check
04RN Single check return to Anita x2351

TEAM TRAVEL ADVANCE- CHECK ONLY **04RN Single Check return to Anita x2351**
NOTE: ALL TEAM ATHLETIC TRAVEL ADVANCE CHECKS MUST BE PICKED UP AT CASHIERS' OFFICE (no direct deposit)

Amount of Advance \$ _____ Account to be Charged _____

Receipt of Advance _____
Coach's Signature _____ Date _____ Dispersing Signature _____ Date _____

To Be Completed Within 30 Days of Return:

Date of Departure _____ Time _____ AM _____ PM
Date of Return _____ Time _____ AM _____ PM

Advance Received (from above) \$ _____

Less: Expenses (attach receipts) (_____)

Balance due to SDSM&T (if positive) Payee (if negative) \$ _____

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Return Verification _____
Coach's Signature _____ Date _____ Authorizing Signature _____ Date _____

Encumbrance added _____ Encumbrance removed _____
(Rev 12-04-15)