Athletics
Cash Advance/Team Travel Advance

Requestor: 

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 

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 

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)