



## CASH TRAVEL ADVANCE REQUEST

*(Note: If travel is out of state, "Request for Out of State Travel" form must be filed in advance)*

Please process a cash advance for:

\_\_\_\_\_ A# \_\_\_\_\_  
(Requestor) (Please include A#)

In the amount of \$ \_\_\_\_\_

Form of Payment Requested  Direct Deposit  Check

*(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 \$2,000.)*

Start and End Date of Travel: \_\_\_\_\_  
*(Advance will be paid 7-10 days prior to departure.)*

Travel Destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

**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.)

**I understand that I am responsible for repaying this advance as stated above.**

\_\_\_\_\_  
Signature of Requestor Date

\_\_\_\_\_  
Signature of Department Head/Director Date