

REQUEST FOR TRAVEL ADVANCE



Travel Advance should be requested fourteen days prior to departure date

Name: _____ Department: _____

Date of Request: _____ Destination: _____

Purpose of Trip: _____

How does this trip meet the goals and objective of the Department?
(Attach event brochure, flyer or application)

Travel Dates: _____ through _____ Total of Days: _____

ESTIMATE OF EXPENSES:

Airfare _____ \$ _____

Rental Car _____ x _____ \$ _____
(Number of days)

Mileage _____ x _____ \$ _____
Miles Driven Mileage Rate (.45 cent per mile)

Per Diem _____ x _____ \$ _____
(Number of days)

Lodging _____ x _____ \$ _____
(Number of days)

Registration Fees _____

Taxi, Bus, Parking _____

Guest Meals* _____

Gratuity _____ (18%)

Total \$ _____

Employee's Signature/Date

Supervisor Approval/Date

Department Chairperson/Division Head/Date

Sr. Vice President Finance & Administration/Date

**Provide business purpose, place of meeting, names and relationship to Miles*

**A properly approved travel expense report is due in the Business Office within three (3) working days after payee's return to campus
A second travel advance is not possible until settlement for the previous advance is made.*