

Expense Advance Request

About the Form:

An Expense Advance Request is used for acquiring University funds for employees traveling or purchasing goods on the University's behalf prior to departure or purchase. These are used only if the other payment tools do not fit the situation. Expense advances are issued in amounts over \$50.00. Smaller University-related expenses are typically incurred by the employee, who is subsequently reimbursed.

Instructions for Completing the Form:

(Blue numbers correspond to the sample form below.)

1. Name of employee requesting cash advance
2. Date check is needed. Note that this form should be completed and processed at least five business days prior to the date the money is needed.
3. Today's date
4. Cash advance amount
5. Date the employee is leaving, or date of event (if appropriate)
6. Date the employee is returning (not to be filled out if the purpose is not travel)
7. Planned use of funds
8. Employee signature
9. Supervisor signature (supervisor who has signature authority)
10. Brief description (this will be listed on the check stub)
11. Today's date
12. Amount
13. Fund number for appropriate department budget
14. Org number for appropriate department
15. Amount (same as #12)
16. Total dollar amount
17. Submit to Payments Department—Budget verification will be made if amount is over \$2,000.
18. "Approved for Payment" is reserved for PD use.

Note: Be sure to save a copy of this form (the yellow copy, if you're using a pre-printed form) for your records. The originals should be sent to the payments lead in the Payments Department.



EXPENSE ADVANCE REQUEST

NAME: _____ **1** _____ DATE CHECK IS NEEDED: _____ **2** _____

****Please submit this request to Payments Department at least five business days prior to the date needed.****

The University requires prompt and accurate financial reporting of expenses; therefore, I agree to submit a detailed expense report within 30 days following my return. A separate report is necessary for each advance. In the event the report is not filed, I authorize the Payments Department to consider this amount a salary advance, to be deducted from a subsequent paycheck or applied to my student account.

DATE: _____ **3** _____

EMPLOYEE SIGNATURE:

ADVANCE AMOUNT: _____ **4** _____

_____ **8** _____

DATE LEAVING: _____ **5** _____

SUPERVISOR APPROVAL:

DATE RETURNING: _____ **6** _____

_____ **9** _____

(Employee must sign to receive advance)

PURPOSE OF ADVANCE: _____ **7** _____

VENDOR NO.	CHECK NO.	BUDGET APPROVAL SIGNATURE	DATE
		17	
DOCUMENT NO.	ACCT DEPT-EXTENDED AND CHECKED	APPROVED FOR PAYMENT SIGNATURE	DATE
		18	

CHECK STUB - PAYMENT INFORMATION

DESCRIPTION (35 max.)	DATE	AMOUNT	ACCOUNT			AMOUNT	
			FUND	ORGN	ACCOUNT	AMOUNT	AMOUNT
10	11	12	13	14	74100	15	
TOTALS						16	