



Travel advances are generally limited to Cornell faculty, staff, and students. Expenses related to visitors should be directly charged to operating accounts.

PART I Payee and Trip Information

Payee Name:	Departure Date	Return Date
Department	Destination:	
Purpose of Trip:		

If Payee is on A/P Direct Deposit, this advance will be processed as a Direct Deposit. If Payee is NOT on Direct Deposit, please indicate the address to which the check should be sent:

PART II Estimated Expense Calculations

	# of days	x	Rate (\$)	=
Meals		x		=
Lodging		x		=
Train, bus, rental car, plane, taxi ,etc.				
Misc. expenses:				
Total cash advance requested:				\$

Special Circumstances Affecting Expenses:

PART III Account Information and Repayment Agreement

Total advance requested (from Part II):	\$					
Advance Account Number:	<i>required</i> <u>Dept</u> <u>Subl</u> <u>Object</u> <i>optional</i> <u>Project</u> <u>Duo</u>					
	Source of Repayment (<i>indicate appropriate account number</i>):					

I AGREE that within 30 days of my return from the trip identified above, I will submit my receipts and other documentation of business expenses to clear the advance and/or repay any excess. In the event I fail to comply, I hereby authorize deduction of the amount of this advance from my salary.

Signature of Payee _____

PART IV Unit Authorization (if required by unit)

Signature: _____	Date: _____
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Return this completed, signed form to your local financial transaction or business service center.