



## TRAVEL ADVANCE REQUEST FORM

Minimum amount is \$100.00

**\*Indicates required field**

*Name:	<input type="text"/>	*G Number:	<input type="text"/>
*Department:	<input type="text"/>	*SSN#:	<input type="text"/>
		<small>(Required- If no G number provided)</small>	
*Phone:	<input type="text"/>	*Faculty/Staff	<input type="text"/>
		Student	<input type="text"/>
		<small>(check one)</small>	

FOAP CODES \* Required fields - (#) indicates length of number

\*FUND (6):  \*ORG (5):  \*ACCOUNT (4):  \*PROG (3):

\*Purpose of Trip:

\*Destination:

\*Departure Date:

\*Return Date:

Date advance needed:

Amount:

**\*\*See Section B Below\*\***

**I agree to repay this advance in full to Grand Valley State University prior to the due date. Should this advance, or any portion of it, remain unpaid beyond the due date, I hereby agree that the University may recover the amount outstanding by payroll deduction, or student account charge, from one or more of my compensation payments to be received subsequent to the due date. I further consent to each deduction necessary to repay the amount owed.**

Recipient's signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

If the traveler does not have a credit card or cash to cover expenses, the University will issue a cash advance for a reasonable estimate of expenses that will be reimbursed by the University. Request for the travel advances must be made on a Travel Advance Request Form and approved by the supervisor. These advances are considered personal obligations of the traveler. Please allow five (5) business days for processing.

### Procedure:

A. Indicate the amount of the travel advance desired on a Travel Advance Request Form. The minimum request is \$100.00.

B. Checks are available three (3) business days prior to the departure date unless otherwise arranged with the Accounting Office.

C. All advances must be reconciled within fifteen calendar days after the completion of the trip. If the expenses are less than the amount of the advance, the difference should be deposited at any cashier location and the original receipt attached to the Travel and Expense Form when reconciling.

D. If a second trip is anticipated and advance desired, the completed trip must be reconciled before the new advance will be released unless otherwise arranged with the Accounting Office.