

SECTION I

TRAVELER INFORMATION

Student (requires waiver) Other: _____
 University/Foundation Employee

_____ Phone _____ Departure Date _____ Return Date _____
 Name

Purpose of Trip

DESTINATION

ACCOUNT INFORMATION

 City State

 Account Number Object Code Amount Charged

 City State

 Account Number Object Code Amount Charged

SECTION II

ADVANCE (Complete if requesting an advance prior to trip)

*Only claim meals that are allowable in the travel policy	Number of Days	Meal Totals (Max is \$55 Per Day)	Amounts Payable to Traveler	Amounts Payable to Other
Breakfast				
Lunch				
Dinner				
Lodging:				
Transportation:				
Conference Registration:				
Other (Specify):				
Totals:				
Only 80% Advance provided to Traveler:				

Mail Advance to Address: _____ Call Ext: _____ for pickup. Direct Pay (Must be Enrolled)

If advances for lodging, transportation, or conference registration are to be made payable to a payee other than the traveler, provide payee information:

LODGING

 Payee Name

 Address

 City/State/Zip

TRANSPORTATION

 Payee Name

 Address

 City/State/Zip

CONFERENCE

 Payee Name

 Address

 City/State/Zip

Mail Hold for Pick Up
 Mail Hold for Pick Up
 Mail Hold for Pick Up

Please attach supporting documentation for all expenses identified in the above section.

SECTION III

APPROVAL

This section must be completed prior to travel for all travelers when requesting an advance or if required by their department's policy.

Traveler's Signature Date

Authorized Account Signer Approval Date

Foundation Approval Date

Director/Dean/Dept. Head/
Supervisor Approval Date