Date: __________________________

TO: Dean of Finance & Administration

FROM: __________________________

SUBJECT: Request for Temporary Advance

I request a temporary advance in the amount of $____________ for approved expenses as follows:

♦ TRAVEL ADVANCE

  Name of Conference _________________________________________________
  Area of Travel ______________________________________________________
  First Day of Travel _________________________________________________
  Last Day of Travel _________________________________________________

  Conditions:
  1. Advance will be issued three (3) working days prior to first day of travel.
  2. Travel voucher must be turned in to the Business Office within five (5) working days after the conclusion of travel.
  3. Advance must be repaid within thirty (30) days after the conclusion of travel.

♦ PAY ADVANCE: TO BE REPAID BY _________________________

  (DATE)

♦ OTHER: LOCAL/FOUNDATION FUNDS ONLY

  Name of Event/Function ______________________________________________
  Purpose of Advance __________________________________________________
  Budget to be Charged ________________________________________________
  Date of Event _______________________________________________________

  Receipts/remaining cash should be turned into the Business Office within (3) days after the conclusion of the event.

I understand and agree that this advance may be deducted from my salary paycheck if I fail to make prompt repayment.

_________________________________________   Employee Requesting

_________________________________________   Approved by: Dean of Finance & Administration

Payment Received

Date Received ___________________________ Amount ___________________________

Receipt # ___________________________ Payment Received by: ___________________