Date: __________________________

TO: Dean of Finance and 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 and Administration

**Payment Received**

Date Received ____________________________ Amount ____________________________

Receipt # ____________________________ Payment Received by: ____________________________