



Date: _____

TO: Vice President 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: Vice President of Administration and Finance

Payment Received

Date Received _____ Amount _____

Receipt # _____ Payment Received by: _____