



Travel Advance Form

Dean of Finance & Administration
Maze Hall, 11301 Johnson Road, South Prince George VA 23805

DATE: _____

REQUESTOR: _____

SUBJECT: Request for Travel Advance

I request a travel advance in the amount of \$ _____ for approved expenses as follows:

Name of function/event _____

Destination _____

First day of travel _____ Last day of travel _____

CONDITIONS:

1. Request for Travel Advance must be submitted at least 7-10 business days prior to departure date.
2. Travel Advance will be disbursed in check directly from Commonwealth of Virginia to the requestor via US mail unless employee is set up in CARDINAL to receive direct deposit.
3. Travel voucher, all receipts and remaining cash should be turned into the Business Office within five (5) business days after the conclusion of travel.
4. Advance must be repaid within thirty (30) days after the conclusion of travel.

☞ **PAY ADVANCE: TO BE REPAID BY** _____
(DATE)

☞ **SPECIAL: Expedited or immediate pay Travel Advance Request Form are at the discretion of and must be approved by the Dean of Finance and Administration ONLY.** _____
Penelope G. Howard

Name of event/function _____

Date of event/function _____

Purpose of advance _____

Budget to be charged _____

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

Requestor _____ Signature _____ Date _____

Approved by: Dean of Finance & Administration _____
Penelope G. Howard