



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: \_\_\_\_\_