

Advance Form

Name:

Dept:

Dates of trip: _____ to _____

Reason for Advance:

Amount of Advance and currency:

Denomination requirements (foreign currency only):

Advance Account#: 10-000-_____ -10400

Signature of approval: _____

** Please return the copy of this form with spreadsheet of expense details and receipts attached within 3 weeks of return date to Jill Harris.

Business Office Use:

Currency Rate:	
Voucher #	
Check #	

	Date	Amount
Advance Received		
Expense Voucher Total		
Balance Returned		
Balance Owed		