

Expense Advance Request

About the Form:

An Expense Advance Request is used for acquiring University funds for students traveling or purchasing goods on the University's behalf prior to departure or purchase. These are used only if the other payment tools do not fit the situation. Expense advances are issued in amounts over \$50.00. Smaller University-related expenses are typically incurred by the employee, who is subsequently reimbursed.

Instructions for Completing the Form:

(Blue numbers correspond to the sample form below.)

1. Name of student requesting cash advance.
2. Date check is needed. Note that this form should be completed and processed at least five business days prior to the date the money is needed.
3. Cash advance amount.
4. Planned use of funds.
5. Today's date.
6. Fund number for appropriate department budget.

Note: After the claimant has signed the advance, submit it to the ASSP Office for approval.

