

TRAVEL & ENTERTAINMENT ADVANCE or PREPAYMENT



Prepayment requires **original documentation**.

Conference registration may be paid for via ProCard. Please ask your conference coordinators if they accept Mastercard.

Cash Advances: up to \$200 per trip/event; **payee is personally responsible** for reconciliation. Cash advances must be reconciled by submitting original receipts and appropriate forms within ten days of trip/event.

Purpose:
Amount Needed:
Trip Destination/Event Location:
Date(s) of Trip/Event:
Budget Category:*

* **SAC groups:** It is your responsibility to report Non-SAC expenses here.

Payee:
SS # (last four digits only):
Complete Address: (include Univ mailcode)

Organization:

Treasurer's Approval	E-mail/phone	Date Submitted