

**TRAVEL/CASH ADVANCE REQUISITION**

**DEPARTMENT:** \_\_\_\_\_

<b>TRAVELER NAME AND ADDRESS:</b>  	<b>SPECIAL INSTRUCTIONS:</b>  								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; border: 1px solid black; height: 20px;"></td> <td style="width:20%; border: 1px solid black; height: 20px;"></td> <td style="width:20%; border: 1px solid black; height: 20px;"></td> <td style="padding-left: 10px;"><b>Vendor #</b> <input style="width: 150px;" type="text"/></td> </tr> <tr> <td colspan="3"><b>Social Security Number</b></td> <td><b>Voucher #</b> <input style="width: 150px;" type="text"/></td> </tr> </table>				<b>Vendor #</b> <input style="width: 150px;" type="text"/>	<b>Social Security Number</b>			<b>Voucher #</b> <input style="width: 150px;" type="text"/>	<p><b>Destination:</b> _____</p> <p><b>Travel Date:</b> _____ to _____</p>
			<b>Vendor #</b> <input style="width: 150px;" type="text"/>						
<b>Social Security Number</b>			<b>Voucher #</b> <input style="width: 150px;" type="text"/>						
<input type="checkbox"/> <b>Check box if new address or change of address</b>	<p><b>Date check to be written</b> <input style="width: 60px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/></p> <p>(allow 5 days for mail)</p>								

**Voucher Total**  \$

Invoice	Invoice Date	Description (limit 25 spaces) (Meals, travel, tolls, etc.)	Amount	Account Number		
				Fund	Dept.	Object
	/ /			21	00000	11280

**IMPORTANT:** I am requesting an advance from Capital University and authorize the University to deduct this amount from my salary if I fail to submit a travel expense form with all receipts and/or fail to reimburse the University for any unused or unaccounted for funds within 30 days from return of the trip.

	<i>Typed Name</i>	<i>Signature</i>	<i>Date</i>
TRAVELER:			/ /
APPROVED BY:			/ /

**\*NOTE: Expense advance must be approved by the traveler's supervisor. Travelers may not approve their own advance requests.**