

## Request for Travel Advance Form

An individual receiving a cash advance will be responsible to NDSU for the return of all cash:

1. Not appropriately accounted for by receipt, or
2. Not used for an allowable expense.

A Request for Travel Advance Form with an attached Request for Payment Form should be submitted to the Accounting Office five days before the cash is needed.

An accounting of how the funds were expended, plus all unspent cash, will be due in the Accounting Office within ten working days after the return from travel status.

All receipts must be dated and indicate what was purchased.

*Please fill out the following information, sign and attach to Request for Payment Form. (May be filled out on-line).*

I \_\_\_\_\_ request a cash advance of  
\$ \_\_\_\_\_ from North Dakota State University for the purpose of (please include dates of travel):

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Upon return from travel status, I will return to the Accounting Office all unexpended cash advanced and appropriate documentation of expenditures (invoices or receipts) on or before (date) \_\_\_\_\_.

I agree to let NDSU payroll deduct any amounts still outstanding after the above date. Outstanding amounts are defined in lines number 1 and 2 at the top of this page.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department