

This form is to be used to request a travel related cash advance. Do not use this form to request a non-travel cash advance. Non-travel cash advances are to be requested on the Cash Advance Request form. Please refer to NDSU Policy 515.9 Travel Advances.

In order for an employee to be eligible to receive a travel advance, one of the following must apply:

- Chaperoning a group of students or other guests and expected to pay expenses
- Extended trip (one month or more)

An individual receiving a travel advance will be responsible to NDSU for the return of all cash not appropriately accounted for and/or used for an unallowable University expense.

A Travel Advance Request form should be submitted to the Accounting Office ten (10) days prior to the trip, for processing. Travel advances may not be made from state appropriated funds nor exceed 80% of expected meals and lodging expenses for employee; group expenses may be advanced at 100%.

Upon return, all unspent cash advanced must be deposited with Customer Account Services. A Travel Expense Voucher is to be completed, and an accounting of how the funds were expended, along with a copy of the deposit receipt (when applicable), will be due in the Accounting Office within ten (10) working days after the return from travel status.

All receipts must be dated and itemize what was purchased.

Please fill out the following information, print, sign and attach to the Accounts Payable Voucher form.

First Name: _____ Last Name: _____

Dept Name: _____ Phone #: _____

Expected Individual Employee Expenses: _____ 80% Allowable Travel Advance: _____

Expected Group Travel Expenses: _____ 100% Allowable Travel Advance: _____

Total Travel Advance: _____

Travel Dates: _____

Purpose of Travel/Cash Advance: _____

I agree to deposit all unexpended cash advanced with Customer Account Services, and provide all appropriate documentation of expenditures (invoices or receipts) to the Accounting Office on or before: _____

In addition, I agree to let NDSU payroll deduct any amounts still outstanding after the above date. Outstanding amounts include all cash not appropriately accounted for and/or used for an unallowable University expense.

Person Traveling - Printed Name _____

Signature of Person Traveling _____ Date _____

Department Head - Printed Name _____

Authorized Signature (Dept Head Approval) _____ Date _____

Please print this form.

Route this form to :
Accounting
Old Main 11
Phone (701) 231-7432
Fax (701) 231-6194