

Request for Cash Advance for Travel

TO: Business Office, Unit 9505

FROM: _____

DATE: _____

Please process a cash advance for me in the amount of \$_____.

(Cash advances are calculated at 80% of the expenses excluding amounts covered by purchase orders and mileage when using state vehicles. The minimum amount is \$200.00.)

Cash Advances exceeding \$1,000.00 require approval from the Comptroller in the Business Office.

Date advance is needed: _____

(Advances require 10 WORKING DAYS for processing AFTER the request reaches the Business Office.)

Travel Destination: _____

THIS ADVANCE IS A PERSONAL LIABILITY. The advance shall be repaid or a travel reimbursement voucher submitted within thirty (30) days after travel. If not, the amount of advance will be deducted from your paycheck.

(SIGNATURE OF REQUESTING PARTY)

