



TRAVEL CASH ADVANCE REQUEST FORM
For Use Prior to Travel

DATE: _____

DATE CHECK NEEDED: _____

Complete for Name of Person Requesting Advance

Name: _____ Pfeiffer ID: _____

Phone: _____

Email: _____

1. Submit to the Business Office a completed Travel Cash Advance Request Form.
 2. A check will be issued as requested.
 3. Travel Cash Advances should be reconciled using a Travel Reimbursement Request Form with original itemized receipts.

Account Number	Account Name

x-xx-xxxx-020

Duration of Activity:

From	To

Purpose for Advance: _____

Estimated Cost of Activity/Item(s):			TOTAL
Lodging			-
	<small>(Days)</small>	<small>(\$ Per Day)</small>	
Registration Cost			-
Commercial Travel Cost (Airline, Train, Rental, Car, etc.)			-
Mileage (Reimbursement for use of Personal Cars at 30.5 cents per mile)			-
Food Cost (maximum of \$25 per person per day, no per diems)			-
Miscellaneous Travel Cost(s) - <i>Specify</i>			-
A.			-
B.			-
C.			-
Other Goods or Services - <i>Specify</i>			-
A.			-
B.			-
C.			-
SUBTOTAL			\$ -

Other Comments or Special Instructions

APPROVALS	
	SIGNATURE
Requisitioner	
Budget Officer	
CFO/Controller	

I agree that in consideration for receiving this advance that I will either return the advance or satisfactorily account for its use. If I do not return satisfactorily account for it, Pfeiffer University, at its option, may deduct it from any compensation or any other funds due to me.