

Request for Cash Advance for Travel

(For use by Study Abroad Programs Only)

- 1. **Program Directors**
 - 2. **A.D. Accounts Payable**
 - A.D.**
 - A.D.**
- Assistant Director/Coordinator of Study Abroad (A.D.)**
- Accounts Payable**
- Accounts Payable issues**
- program director**
- routed**

VSU Request for Cash Advance for Travel

(For use by Study Abroad Programs Only)

Submission Date: _____

Applicant: _____ VSU ID or Last 4 Digits of SSN#: _____

Employing Dept/Unit: _____ Dept Contact: _____ Ext: _____

TRAVEL DATA

Dates of Travel: (From) _____ (To) _____

Program Name and Destination: _____

Number of Students (please attach a list or roster of names and VSU ID numbers): _____

Number of Employees (please attach a list or roster of names and VSU ID numbers): _____

ESTIMATED COSTS (Do not include prepaid or personal expenses in estimated costs.)

- | | | | | |
|----------------------------------|---------------|--------------|--------------|----------------|
| 1. Transportation Cost: | Air: _____ | Other: _____ | Other: _____ | Total \$ _____ |
| 2. Excursions: (| | |) | \$ _____ |
| 3. Registration Fees: | | | | \$ _____ |
| 4. Hotel and Meals: | Hotels: _____ | Meals: _____ | | Total \$ _____ |
| 5. Other: (Taxi, Parking, Phone) | | | | \$ _____ |

I understand that all documentation and receipts substantiating this advance must be submitted 5 days from trip return date. Failure to do so will require notification to the System Office under HB1113/malfeasance regulations and consequences may include reprimand or other action.