

## Travel or Expense Advance Processing Form

For questions, please contact Accounts Payable at 253-879-8656 or 253-879-3440.

Date advance is needed:

Payable to:

Requested by:

Requester contact number:

Requester email address:

Approved by (budget manager):

Approver contact number:

Approver email address:

Amount requested:

Charge to:

Budget (i.e., speedchart #):

Account (5 digits):

Chartfield1 (optional):

For AP use only: Account 14050 (Cash Advance)

Detailed explanation of purpose of request for advance:

Date receipts will be submitted to Accounts Payable:

Distribution selection (how would you like to receive your reimbursement?). Please select ONE:

Campus mailbox #

Hold in Accounts Payable & call extension #

Please email this completed PDF form with budget manager approval, along with any supporting documentation to [finance@pugetsound.edu](mailto:finance@pugetsound.edu) or send to CMB1042, Jones 018. The cash advance recipient will be responsible for providing original receipts to Accounts Payable in the Office of Finance and reimbursing the University for any advance funds that are not covered by original receipts.