

Advance Form

Name: _____

Dept: _____

Ofc# or Location: _____

Dates of trip: _____

Reason for Advance: _____

Amount of Advance and currency: _____

Denomination requirements (foreign currency only) _____

Advance Account# 10-000- _____ -10400

Expense Account#s _____

Signature of approval _____

** Please return the copy of this form with details of expenses and receipts attached within 3 weeks of return date (US currency to Jill Harris and Foreign currency to Amy Ariano)

Business Office Use:

Currency Rate:	
Voucher #	
Check #	

	Date	Amount
Advance Received		
Expense Voucher Total		
Balance Returned		
Balance Owed		