

MEMORANDUM

TO: CASHIER

FROM: _____

DATE: _____

SUBJECT: ADVANCE FOR ESTIMATED TRAVEL EXPENSE

Please issue to me a travel advance for estimated travel expenses to

_____, covering the period _____
Destination Inclusive Dates

The estimated expenses for this travel are as follows:

Lodging \$ _____

Meals \$ _____

Other (specify) \$ _____

Total Estimated Expenses \$ _____

I fully understand the travel advance if approved and accepted by me, must be repaid upon receipt of the reimbursement check not to exceed thirty (30) days from date of advance.

Signature

Personnel ID/ Social Security#

Campus Office Address

Telephone Extension