



The City University of New York

TRAVEL ADVANCE REQUEST

CLUB OR ORGANIZATION \_\_\_\_\_

PURPOSE OF TRAVEL \_\_\_\_\_

DESTINATION \_\_\_\_\_

TRANSPORTATION TO BE USED \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_

RETURN DATE \_\_\_\_\_

Name & Address of Transportation Company  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Trip  
Transportation Costs \_\_\_\_\_  
Per Diem Allowance \_\_\_\_\_  
Misc. Expenses \_\_\_\_\_  
Total Requested \_\_\_\_\_

I understand that within 7 business days after the trip I shall submit to the Business Office the receipts covering all expenditures paid from this advance and to promptly return any unused monies for deposit.

REQUESTED BY (signature) \_\_\_\_\_

DATE \_\_\_\_\_

REQUESTOR'S SOCIAL SECURITY # \_\_\_\_\_

APPROVED BY (authorized signatory) \_\_\_\_\_

DATE \_\_\_\_\_

I certify that I received \$ \_\_\_\_\_ as a travel advance. I also acknowledge that a hold will be placed on my record and/or account if the receipts are not returned within 7 days.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_