



TRAVEL ADVANCE FORM

Travel Advances Guidelines and Requirements

When absolutely necessary, cash advances for the estimated cost of a College business-related trip are available. Advances will be disbursed no more than 30 days before expenses are anticipated to be incurred. A request for a travel advance should be received by the Business Office no later than 14 days business days prior to the start of the trip. Employees should be aware of the Business Office accounts payable cycle and make a travel advance request well ahead of the accounts payable cycle occurring prior to start of the trip. Please check with the Business Office if you are uncertain about the timing of your travel advance request.

A cash advance for travel must be reconciled within 30 days after the last day of trip. Unused cash from the advance should be returned to the Business Office immediately upon return. No new advances will be given until the previous advance has been reconciled using the College's expense reporting system. Failure to reconcile and or return any unused case advance may result in a deduction from the employee's Knox College payroll in the amount of the entire advance, or will be added to the employee's taxable income per IRS requirements.

Today's Date ____ / ____ / ____

Travelers Name _____ ID Number _____

Amount Requested \$ _____

Date of Departure ____ / ____ / ____ Date of Return ____ / ____ / ____

Stated Purpose for Trip _____

Detail of Anticipated Expenses _____

(Expenses that cannot be prepaid)

Traveler's Signature _____

Supervisor Approval _____

Account Number ____ - ____ - ____ - ____ - ____

Approved Travel Advance Amount \$ _____

Travel Advance must be reconciled within 30 days after returning from the trip.

Advance must be Reconciled by ____ / ____ / ____