



**TRAVEL ADVANCE REQUEST FORM**

Employee Name \_\_\_\_\_ Department/Program \_\_\_\_\_

Destination (City & State) \_\_\_\_\_

Business Purpose of Trip \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_ Number of Days \_\_\_\_\_

**Estimated Cost of Travel** (See list of required documentation on page 2)

- Air Fare \_\_\_\_\_
- Personal Car (www.gsa.gov) X total miles) \_\_\_\_\_
- Rental Car \_\_\_\_\_
- Gas (Rental or University vehicle only) \_\_\_\_\_
- Taxi, Toll, Parking \_\_\_\_\_
- Lodging \_\_\_\_\_
- Food (see special notes on pg 2) \_\_\_\_\_
- Registration \_\_\_\_\_
- Other \_\_\_\_\_

**TOTAL ADVANCE REQUESTED (round to nearest dollar) \$ \_\_\_\_\_**

*By accepting this travel advance, I understand that I have ten (10) days after the date I return from my trip to complete my Travel Expense Report. I understand that I must list all expenses and attach original receipts supporting the expenses to each Travel Expense Report. Finally, I understand that if I do not submit a complete Travel Expense Report, with original receipts, to the Business Office within 10 days of travel, I am responsible for refunding the travel advance to Fisk, and Fisk will have the right to deduct the amount of the entire advance from my paycheck.*

\_\_\_\_\_  
Employee Signature                      Date

**SIGNATURES REQUIRED**

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Vice President (or designee)                      Date

\_\_\_\_\_  
Supervisor                                      Date

\_\_\_\_\_  
Chief Financial Officer (or designee)                      Date

## **TRAVEL ADVANCE REQUEST FORM - Additional Information for Use:**

- Only official, unmodified forms may be used to request an advance. Modified forms will be returned without notification.
- Mileage is calculated at the current government rate and can be found at [www.gsa.gov](http://www.gsa.gov).
- Managers requesting meal advances for students must include a list of attendees with the travel advance. Upon return from travel, the attendees authenticate receipt of funds with an original signature, which must accompany the travel reconciliation report.
- The standard per diem for the university is \$25/day and receipts are NOT required for reconciliation. Employees may request the daily CONUS government rate with itemized receipts required for reconciliation and tips are included. May elect either or but not both on any single trip. Government rates can be found at [www.gsa.gov](http://www.gsa.gov)
- Each request for a travel advance requires a separate travel request for each person.
- The Business Office must receive requests ten (10) days prior to travel.
- The Business Office will only accept original documentations with original signatures - no copies.
- The employee's signature is required. The supervisor or administrative assistant may not sign for an employee or student unless he or she intends to take responsibility for repayment of the advance.
- Repeated non-compliance with university travel policies will result in denial of future advances.
- Employees and students are responsible for all expenses deemed personal.

### **Required Documentation:**

Airfare - printed estimate for each employee/student

- Flight and confirmation number
- Departure/Destination
- Disclosure of all reward points
- Departure/Arrival times

Personal vehicle – printed directions from MapQuest, Bing or Google

- Departure point and destination
- Mileage between departure and destination points multiplied by two (2) for roundtrips

Reimbursement for gas

- A legible receipt dated during the approved travel period
- Proof of usage for university vehicle(obtained from Facilities)

Taxi, toll and parking

- A legible receipt dated during the approved travel period

Lodging – printed estimate or confirmation generated by the hotel

- Names of all occupants (if applicable)

Food – number of days X \$25 (this is an allowance)

- CONUS rate advances require itemized receipts

Registration – a printed conference agenda