



EMPLOYEE TRAVEL FORM
(ADVANCES OR ESTIMATED EXPENSES)

1. EMPLOYEE/PAYEE INFORMATION

NAME: XULA ID:
ADDRESS:
EMAIL: CAMPUS EXT.:

2. BUSINESS PURPOSE

TRIP DETAIL/PURPOSE:
LOCATION OF TRAVEL: DATES OF TRAVEL:

3. FUNDING

Fund [] Orgn [] Acct. [] Prog. [] Actv [] Amt. []
Fund [] Orgn [] Acct. [] Prog. [] Actv [] Amt. []
Fund [] Orgn [] Acct. [] Prog. [] Actv [] Amt. []

4. ESTIMATED EXPENSES AND/OR ADVANCES REQUESTED

Table with 5 columns: PAYABLE TO, DATE REQUIRED, ADVANCE AMOUNT, ESTIMATED EXPENSES. Rows include TRANSPORTATION, REGISTRATION, ACCOMODATIONS, MEALS, TOTAL REQUESTED, and MAXIMUM APPROVED (IF LESS THAN REQUESTED).

5. APPROVALS

Dean/Division Chair/Department Head/President/Provost
Print Name: Signature: Date:
Grant/Project Manager
Print Name: Signature: Date:
Accounting Department
Print Name: Signature: Date:
Traveler
Print Name: Signature: Date:

The settlement of travel advances is required within ten (10) business days upon returning from travel. Failure to settle a travel advance within the specified timeframe will result in the recognition of the advance as a payroll deduction to the employee and revocation of the privilege for receiving future advances.