



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	<input style="width: 50px;" type="text"/>	Orgn	<input style="width: 50px;" type="text"/>	Acct.	<input style="width: 50px;" type="text"/>	Prog.	<input style="width: 50px;" type="text"/>	Actv	<input style="width: 50px;" type="text"/>	Amt.	<input style="width: 50px;" type="text"/>
Fund	<input style="width: 50px;" type="text"/>	Orgn	<input style="width: 50px;" type="text"/>	Acct.	<input style="width: 50px;" type="text"/>	Prog.	<input style="width: 50px;" type="text"/>	Actv	<input style="width: 50px;" type="text"/>	Amt.	<input style="width: 50px;" type="text"/>
Fund	<input style="width: 50px;" type="text"/>	Orgn	<input style="width: 50px;" type="text"/>	Acct.	<input style="width: 50px;" type="text"/>	Prog.	<input style="width: 50px;" type="text"/>	Actv	<input style="width: 50px;" type="text"/>	Amt.	<input style="width: 50px;" type="text"/>
4. ESTIMATED EXPENSES AND/OR ADVANCES REQUESTED											
	PAYABLE TO	DATE REQUIRED	ADVANCE AMOUNT	ESTIMATED EXPENSES							
TRANSPORTATION											
REGISTRATION											
ACCOMODATIONS											
MEALS											
TOTAL REQUESTED											
MAXIMUM APPROVED (IF LESS THAN REQUESTED)											
5. APPROVALS											
Dean/Division Chair/Department Head/President/Provost											
Print Name:	Signature:	Date:									
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.