

CASH ADVANCE FORM

The cash advance form must be submitted 15 workdays prior to the date you need the advance. Original receipts and leftover cash must be turned in within 5 workdays after end date listed on form.

Name: _____ Date: _____

Position: _____ Department: _____

Destination/Event: _____

Purpose: _____

Date(s) of Travel

Start Date: _____

End Date: _____

Estimated Expenses

Transportation	
Lodging	
Meals	
Miscellaneous	
Total Estimated Expenses	

Budget Number(s), expense advance minimum is \$100:

Signature: _____

Date: _____

Supervisor/Administrator: _____

Date: _____

Approved

Denied: _____

Finance Administrator: _____

Date: _____

Approved

Denied: _____