TEMPLE UNIVERSITY®
Financial Affairs

TRAVEL ADVANCE REQUEST

Date	Name	TUID	Department and extension
Address			
Destination			
Departure Date		**Return Date**	
Fund/Org/ Account/ Program	-	-	-
Advance Amount		**Authorizing Signature**	
Receipt of Advance	I acknowledge, upon receipt of monies shown, a personal liability until settlement is made by submitting an authorized travel expense report and the return of unspent funds. _____ EMPLOYEE SIGNATURE		

Instructions for completing Travel Advance Request

1. Please complete top portion of form and have your budget unit head sign.
2. Take form to the Accounts Payable office for approval.
3. Advances will be processed on the same day, if received by 3:00pm
4. If you currently have direct deposit then the funds will be available with 24 to 48 hours.
5. A check will be produced within 24 to 48 hours if you do not have direct deposit. The check can be picked up in the Accounts Payable office.
6. The traveler has a deadline of two weeks from the return date of the trip to submit a Travel and expense report showing how the advance was applied.
7. Failure to submit a T&E in a timely fashion will result in the entire amount being deducted from your next paycheck or subsequent paychecks until the advance is paid in full.
8. If any money is unused, a check made payable to Temple University needs to be submitted with the Travel and Expense report.
9. If the amount of the advance did not cover all the expenses, then a completed Travel and Expense report will generate a refund to the Traveler.
10. Supporting Documentation is required for all Travel Advances.