

RECEIVED CASH ADVANCE FROM BUSINESS OFFICE

CALL WHEN CHECK IS READY EXT: \_\_\_\_\_

VENDOR # \_\_\_\_\_

DOCUMENT # \_\_\_\_\_

SEND EMAIL MESSAGE WHEN READY EMAIL ADDRESS: \_\_\_\_\_

SEND CHECK VIA COLLEGE MAIL TO: \_\_\_\_\_

CHECK IF YOU DON'T WANT DIRECT DEPOSIT

# Swarthmore College

## Travel Advance/ Reimbursement Form

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ PURPOSE OF TRIP: \_\_\_\_\_

| Date | Description | Fund | Org | Actv | Travel        | Lodging | Meals | Reg  | Ent  | Misc. | Other  | Total |  |
|------|-------------|------|-----|------|---------------|---------|-------|------|------|-------|--|-------|--|
|      |             |      |     |      | 7201          | 7202    | 7203  | 7204 | 7205 | 7206  |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       |  |       |  |
|      |             |      |     |      | <b>Totals</b> |         |       |      |      |       |  |       |  |
|      |             |      |     |      |               |         |       |      |      |       | <b>Less: 7207-Advance Amount</b>               |       |  |
|      |             |      |     |      |               |         |       |      |      |       | <b>+ Total Due Traveler/-Total Due College</b> |       |  |

Date

Traveler Signature (required)

Approved Date

Approved Signature

TRAVEL ADVANCES MUST BE ACCOUNTED FOR WITHIN 10 DAYS AFTER COMPLETION OF TRIP. ADVANCES NOT ACCOUNTED FOR WITHIN 120 DAYS WILL BE  DEDUCTED FROM YOUR PAYCHECK.