

TRAVEL ADVANCE/EXPENSE REPORT

PROJECT I.D.: \_\_\_\_\_ ATA# \_\_\_\_\_ Check if Foreign Travel

Name of Traveler: \_\_\_\_\_ UIN or RFID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

Zip

Purpose of Travel: \_\_\_\_\_

Departure Point: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Destination: \_\_\_\_\_ Travel End Date: \_\_\_\_\_

(PART A) ADVANCE	ITEM	(PART B) TRAVEL EXPENSES – ATTACH ALL RECEIPTS
\$ _____	COMMON CARRIER	\$ _____ Receipt or Ticket Required
\$ _____	BAGGAGE	\$ _____ Receipts Attached
\$ _____	MILEAGE	\$ _____ _____ mi @ _____ / mi
\$ _____	RENTAL CAR	\$ _____ Receipts Attached
\$ _____	GAS	\$ _____ Receipts Attached
\$ _____	LODGING	\$ _____ Hotel Receipts Attached
\$ _____	MEALS *	\$ _____ Per Diem or Receipts
\$ _____	TOLLS/PARKING	\$ _____ Receipts Attached
\$ _____	TAXI/BUS	\$ _____ Receipts Attached
\$ _____		

FORM INSTRUCTIONS:

This form should be used for requesting travel advances, reporting travel expenses and the settlement of these items. For a complete overview of the Travel Policy, go to: [K W W S V U H V H D U F K I R X Q G D W](http://www.uhv.edu/fkirkdwd)

1. Travel Advance Requests (Part A):

In the first column under (Part A) ADVANCE, indicate the amount you request for each item, plus the total advance requested. Obtain signatures required under ADVANCE APPROVAL and forward the entire form to the Research Foundation. The Foundation will return a copy of the form and return the