

TRAVEL ADVANCE REQUEST FORM

- *Please ensure your request is submitted no later than TWO WEEKS prior to your departure date.*
- *Policy dictates that only (1) travel advance will be issued per trip.*

The traveler must account for the total amount of all expenses and advances by submitting a travel voucher within 21 days of completion of the trip. Please complete either a Foreign or Domestic Travel Reimbursement Worksheet and return it, along with original receipts to your department financial processor.

- If the amount advanced is less than the expenses entered on the voucher, the traveler will be paid the difference.
- If the advance exceeds the reimbursable expenses, the traveler must write a check payable to UC Regents for the excess.
- The traveler must submit a travel voucher even if he or she is not owed any additional reimbursement.

Delinquent travel advances: Important tax information

If the employee fails to substantiate expenses and to return any unused cash advance amounts within 120 days after the completion of a trip, the university is obligated under IRS regulations to consider such amounts as income to the employee.

Date:	
Traveler's Name:	
Destination:	
Purpose of travel:	
Departure Date:	Return Date:
Name of account(s) to fund travel:	
Account number(s) to use:	
Advance Amount Requested: \$	
Advance use details (i.e. Airfare, Lodging, Per Diem, Registration Fee, Other misc.):	
Traveler's Signature:	Date: