



Cash Advance and Report

Please type or print plainly. **Part I** to be filled out for advance and sent to the Business Office. **Part II** to be completed after returning from trip and sent to Business Office. When transaction is complete, Account Sponsor will receive a completed copy. Amount requested will be paid from 50010-T60024-522120-511900 and charged to the FOAP provided after **Part II** is completed.

Date _____
Fund _____
Organization _____
Account _____
Program _____
Grant (if applicable) _____

PART I

Check Payable to _____ N# _____ Amount _____
No. of students making trip _____ Check # _____ Date _____
Purpose and date of trip _____

Check Received by _____ Signature _____

Account Sponsor Print Name _____ Signature _____

PART II

To be completed by the person making the trip.

Amount of check _____

Less (please itemize receipts and attach)

Total receipts _____

Cash returned _____

Refund due _____

Deposited to _____

Receipt # _____

Refund check # _____

Account Sponsor Name _____ Account Sponsor Signature _____

Business Office Approval _____