



University Of Massachusetts

Amherst

Travel Advance Request



Present this completed form along with the **approved copy of the Travel Authorization** at the Bursar's Office Tellers' Windows, or through the Mail, or in 215 Whitmore for next day check.

Traveler _____ <i>Last Name, First Name (Please type or print)</i>	Employee # _____	
Amount of Request: _____	Speed Type: _____	Authorization #T: _____
<i>Maximum Bursar Advance \$2000</i>		
Department: _____	Building: _____	Telephone #: _____
Account: _____	Fund: _____	Dept. ID: _____
Prg: 000	Class: _____	Proj/Grt: _____

Bursar's Office Travel Advance Requirements

- Travel advances will normally be issued by check 10 days prior to travel.
- Advances will be given only to benefited University employees.
- A travel expense voucher for reimbursement must be submitted to the Controller's Office within 10 days after completion of a trip. If the expense voucher is less than the amount of the advance, the difference must be paid to the Bursar's Office within 10 days of the return. Do not send repayment check to Controller's Office with settlement.
- If a trip is cancelled, the travel advance reimbursement is due immediately to the Bursar's Office.
- Settlement of an advance not made within 60 days of the "date of return" listed on the Advance Request will be considered delinquent. If the advance becomes delinquent, the employee's pay checks will be forwarded to the Bursar's Office, and held, until the advance is cleared. If the employee has authorized direct deposit, authorization will be cancelled and future checks forwarded to the Bursar's Office until the advance is cleared.

I accept this travel advance with the understanding that I will comply with the above requirements.

I further authorize the Bursar to retain my paycheck or cancel my direct deposit if the above requirements are not complied with.

Signature: _____

For Official Use Only

Date: _____	Return Date: _____
Destination: _____	Imprest #: _____

Original - Bursar

2 Copies - Controller's Office

1 Copy - Traveler