



PLYMOUTH STATE UNIVERSITY

REQUEST FOR TRAVEL ADVANCE

Name: _____ Campus Extension: _____

Campus Address: _____

Purpose of Travel: (Include: dates, destination, and justification for dollar amounts)

Travel advances must be cleared within 10 days after the completion of the trip by submitting an approved travel voucher and any unused advance money with the expense voucher. A new advance will not be issued until the current advance has been cleared. Amounts outstanding on overdue travel advances may be collected by means of payroll withholding. **PLEASE NOTE:** Staff holding corporate credit cards are ineligible to obtain advances for hotel and car rentals.

Department Name and FOAPAL to be charged.

_____ \$ _____
Amount

Department Approval _____ Date _____ Date _____

(Allow 48 hours for preparation of check.) Check

The signature below acknowledges receipt of amount as shown

_____ Signature of Recipient _____
Travel Manager Approval Date