

NORTHWESTERN STATE UNIVERSITY
Travel Advance Agreement

TO: Business Affairs – Travel Section

RE: Request for Travel Advance

Please approve issuance of a Travel advance.

Date of Travel: _____

Purpose of Travel: _____

Date Advance Needed: _____

Amount of Advance: _____

Budget Unit Title	Index	General Ledger Account Number		Amount
		FUND	ACCT	

I understand that I am personally responsible for any travel advance issued to me by the university. I understand that I must submit original receipts or unused cash immediately upon completion of the event that the full advance was approved for. If the advance is for travel and the trip for which the advance is made is not taken, I agree to repay the advance immediately. I understand that I must submit a TRAVEL EXPENSE ACCOUNT immediately upon completion of the trip or repay the advance. In the event I fail to repay the amount of the advance, I agree that the university may notify the payroll to deduct the amount outstanding from my next salary check.

I hereby acknowledge that I have read the above carefully and agree to its terms and conditions.

 Name (Please Print)

CWID: _____

 Signature

Date: _____

 Travel Advance Approved By - Budget Unit Head

Date: _____

 Approving Agent

Date: _____

 Vice President or President

Date: _____

 Approved By/For-Business Affairs

Date: _____