



TRAVEL ADVANCE REQUEST

FOR UNIVERSITY EMPLOYEES AND

GRAD STUDENTS ONLY

U FIN 114-8 (R-7/86)

PLEASE INDICATE
DATE NEEDED BY: _____
MO/DY/YR

TRIP NUMBER:
(ACCOUNTING USE ONLY)
DATE:

MAIL CHECK TO ADDRESS BELOW
CALL EXTENSION _____ WHEN CHECK IS READY FOR PICK UP

MAKE CHECK PAYABLE TO:
NAME _____
ADDRESS _____
CITY AND _____
ZIP _____

TRAVELER'S NAME IF DIFFERENT FROM PAYEE	
TRAVELER'S DEPARTMENT	TRAVELER'S EMPL. NO.
IS TRAVELER EMPLOYED AT THIS CAMPUS	IS TRAVELER EMPLOYED AT OTHER U.C. CAMPUS
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

DESTINATION AND PURPOSE OF TRIP—				AMOUNT					
INCLUSIVE DATES OF TRIP (APPROXIMATE)				EXPECTED BEGIN DATE:		EXPECTED RETURN DATE:			
ACCOUNT NAME AND NUMBER TO BE CHARGED						LOC	ACCOUNT	FUND	SUB
						8			
PREPARED BY			TEL. EXT.	AUTHORIZED FOR PAYMENT BY:			CHECK PICK UP AUTHORIZED BY:		

This form should be used for requesting all travel advances, including those to be paid to travel service agencies. Retain green copy. Forward blue, yellow, and white copies to the Accounting Office. The pink copy will be sent to the traveler after the requisition number has been assigned. See Department copy for further instructions.

BLUE: ACCOUNTING OFFICE—ORIGINAL

Please do not write below this line.

ACCOUNT				OBJECT CODE	INVOICE DATE	VENDOR'S INVOICE NO.	REFERENCE NO.	VENDOR NO.	TAX CODE	ADVANCE AMOUNT
L	NUMBER	FUND	S							
	112150								O	

YELLOW/WHITE: ACCOUNTING OFFICE—COPY 1/COPY 2

Transaction description				Amount of Lien		Amount of Advance		Date Entered	Remarks
Date	Type	Number	Amount	Cancelled	Balance	Cancelled	Balance		

PINK/GREEN: ACCOUNTING OFFICE RETURNS TO TRAVELER/DEPARTMENT RETAINS

IMPORTANT INSTRUCTIONS TO DEPARTMENT AND TRAVELER

The Trip number assigned by the Accounting Office in the upper right hand corner of this form **MUST** be indicated when accounting for the advance.

An accounting for this advance **MUST** be submitted on a travel expense voucher within 10 DAYS after completion of the trip.