

TRAVEL ADVANCE/EXPENSE REPORT

PROJECT I.D.: _____ ATA# _____ Check if Foreign Travel

Name of Traveler: _____ UIN or RFID: _____

Mailing Address: _____

Street
City
State
Zip

Purpose of Travel: _____

Departure Point: _____ Departure Date: _____

Destination: _____ Travel End Date: _____

| (PART A) ADVANCE | ITEM | (PART B) TRAVEL EXPENSES – ATTACH ALL RECEIPTS |
|---------------------|----------------|---|
| \$ _____ | COMMON CARRIER | \$ _____ Receipt or Ticket Required |
| \$ _____ | BAGGAGE | \$ _____ Receipts Attached |
| \$ _____ | MILEAGE | \$ _____ _____ mi @ _____ / mi |
| \$ _____ | RENTAL CAR | \$ _____ Receipts Attached |
| \$ _____ | GAS | \$ _____ Receipts Attached |
| \$ _____ | LODGING | \$ _____ Hotel Receipts Attached |
| \$ _____ | MEALS * | \$ _____ Per Diem or Receipts |
| \$ _____ | TOLLS/PARKING | \$ _____ Receipts Attached |
| \$ _____ | TAXI/BUS | \$ _____ Receipts Attached |
| \$ _____ | | |

FORM INSTRUCTIONS:

This form should be used for requesting travel advances, reporting travel expenses and the settlement of these items. For a complete overview of the Travel Policy, go to: [K W W S V U H V H D U F K I R X Q G D W](http://www.uhv.edu/fkirkdwd)

1. Travel Advance Requests (Part A):

In the first column under (Part A) ADVANCE, indicate the amount you request for each item, plus the total advance requested. Obtain signatures required under ADVANCE APPROVAL and forward the entire form to the Research Foundation. The Foundation will return a copy of the form and return the