

TRAVEL ADVANCE REQUEST

**TRAVEL REPORT MUST BE FILED WITHIN 2 WEEKS OF RETURN
WITH SUPPORTING DOCUMENTATION MUST BE ATTACHED**

Complete entire form

ADDITIONAL INSTRUCTIONS ON REVERSE SIDE
PLEASE DIRECT ALL QUESTIONS CONCERNING THIS FORM TO 588-6413

ISSUE CHECK TO:

Name: _____
Address: _____

TRIP INFORMATION:

Travel Dates: From _____ To _____
Destination(s): _____

Purpose of Trip: _____

Advance Amount Requested: _____

DISPOSITION INSTRUCTIONS: (Check One)

E-Check _____ (mandatory for employees and students.)
MAIL _____
PICKUP at Student Accounts _____

<p>REQUIRED FOR PAYMENT</p> <p>DEPT. NAME: _____</p> <p>REQUESTOR/TRAVELER:</p> <p>SIGNATURE: _____</p> <p>PRINT NAME: _____</p> <p>PHONE EXT: _____</p> <p>DATE: _____</p> <p>APPROVED BY:</p> <p>SIGNATURE: _____</p> <p>PRINT NAME: _____</p> <p>DATE: _____</p>
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<u>ACCOUNT NUMBER</u>	AMOUNT
-- _____ --	
-- _____ --	
TOTAL CHECK AMOUNT	

WHEN TO USE THIS FORM:

The Check Request Form 3 is used to request a travel advance payable to the traveler. A travel advance may be requested not earlier than twenty (20) work days and not later than five (5) work days before date of departure. The minimum for a travel advance request is \$50.00.

WHO IS ELIGIBLE FOR A TRAVEL ADVANCE:

- Only Clarke employees are eligible for a travel advance.
- The Corporate Credit Card is available to all Clarke travelers, travel advances will be issued if a personal credit card is not available for use and only when one of the following circumstances exists:
 1. Employees who have applied for but not yet received a corporate credit card.
 2. Employees whose application for the card has been denied.
 3. Employees who are not eligible for the card.
 4. Employees traveling to an international destination where the corporate credit card may not be accepted.
- Additional travel advances will not be issued to a traveler until travel expense reports have been filed with accounts payable reconciling all previously disbursed travel advances.

INSTRUCTIONS FOR USE:

- The supporting documentation justifying the need for a cash advance should be attached. This documentation is required in addition to the description of travel written on the form.
- All travel advance requests must be approved by an authorized official other than the traveler.
- Travel expense reports must be submitted to accounts payable within ten (10) work days from the date of trip return.
- If University cash advances exceed the reimbursable travel expense, the balance must be returned to accounts payable with a check made payable to Clarke University attached to the travel expense report. The balance should be paid in U.S. currency only. Foreign currency will not be accepted.

CHECK REQUEST FORM 3 CHECKLIST

I have...

_____ Reviewed for proper account number and authorized signer.

_____ Reviewed for accuracy and completeness.

_____ Ensured all required documentation is attached.

_____ Verified all math calculations.