



Travel Advance Request Form
Accounts Payable Office

J. C. Kellam Room 564
For assistance, call 512-245-8297.
E-mail: travel@txstate.edu

Instructions: Complete all fields. Include this form with your Travel Application Form. Submit forms no later than 5 working days prior to departure. For more information, visit our travel site at www.txstate.edu/gao/ap/travel.

1. *Employee* _____ 2. *SAP Vendor Number* _____
 3. *Destination* _____ 4. *Travel Application* _____
 5. *Departing* _____ 6. *Returning* _____

7. Fund	8. Cost Center	9. Internal Order	10. WBS	11. Amount

12. *Date Check Needed:* _____

Itemizing the Advance

Expense	Days	Rate	Amount
Hotel			
Rental Car			
Meals			
Other Explain			
Other Explain			
TOTAL			

Traveler's Responsibilities

1. Collect and submit all required receipts and signatures attached to a completed Travel Reimbursement Form. Credit card receipts are not receipts for travel purposes.
2. Travel Reimbursement Form must be submitted 7 working days after the above return date. Failure to do so may prevent traveler from a subsequent travel advance.
3. All travel advances must be closed out (submitted by the traveler/department and audited by Accounts Payable) prior to receiving another travel advance.
4. Monies unaccounted or expenses not in compliance with university travel rules are the responsibility of the traveler and must be reimbursed to the university when submitting a Travel Reimbursement Form.

I accept responsibility for all cash, receipts and all required documentation.

	Signature	Printed Name	Date
Requesting Traveler			
Authorizing Approval			
OSP Approval			