



Travel advances are generally limited to Cornell faculty, staff, and students. Expenses related to visitors should be directly charged to operating accounts.

**PART I Payee and Trip Information**

Payee Name:	Departure Date	Return Date
Department	Destination:	
Purpose of Trip:		

If Payee is on A/P Direct Deposit, this advance will be processed as a Direct Deposit. If Payee is NOT on Direct Deposit, please indicate the address to which the check should be sent:

**PART II Estimated Expense Calculations**

	# of days	x	Rate (\$)	=
Meals		x		=
Lodging		x		=
Train, bus, rental car, plane, taxi ,etc.				
Misc. expenses:				
Total cash advance requested:				\$

Special Circumstances Affecting Expenses:

**PART III Account Information and Repayment Agreement**

Total advance requested (from Part II):	\$																			
Advance Account Number:	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: none;"><u>Dept</u></th> <th style="text-align: left; border-bottom: none;"><u>Subl</u></th> <th style="text-align: left; border-bottom: none;"><u>Object</u></th> <th style="text-align: left; border-bottom: none;"><u>Project</u></th> <th style="text-align: left; border-bottom: none;"><u>Duo</u></th> </tr> <tr> <th colspan="2" style="text-align: center; font-size: small; color: red;"><i>required</i></th> <th colspan="3" style="text-align: center; font-size: small; color: red;"><i>optional</i></th> </tr> </thead> <tbody> <tr> <td style="border-top: none;"></td> <td style="border-top: none;"></td> <td style="border-top: none;"></td> <td style="border-top: none;"></td> <td style="border-top: none;"></td> </tr> </tbody> </table>					<u>Dept</u>	<u>Subl</u>	<u>Object</u>	<u>Project</u>	<u>Duo</u>	<i>required</i>		<i>optional</i>							
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	<i>required</i>		<i>optional</i>																	
Source of Repayment ( <i>indicate appropriate account number</i> ):																				

I AGREE that within 30 days of my return from the trip identified above, I will submit my receipts and other documentation of business expenses to clear the advance and/or repay any excess. In the event I fail to comply, I hereby authorize deduction of the amount of this advance from my salary.

Signature of Payee \_\_\_\_\_

**PART IV Unit Authorization (if required by unit)**

Signature: _____	Date: _____
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**Note:** Print and sign this completed form, and attach it to the payment request cover sheet.

**Return To:** The Division of Financial Affairs,  
 341 Pine Tree Rd., Ithaca, NY 14850