Cornell University
Payment and Tax Services

Travel Advance Form

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		=	$0.00
Lodging		x		=	$0.00
Train, bus, rental car, plane, taxi ,etc.					
Misc. expenses:					
Total cash advance requested:					$0.00

Special Circumstances Affecting Expenses:

PART III Account Information and Repayment Agreement

Total advance requested (from Part II): $0.00

	required			*optional*	
	Dept	Subl	Object	Project	Duo
Advance Account Number:					
Source of Repayment *(indicate appropriate account number)*:					

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:

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

Reset

Revised: 16-Sep-05
The Division of Financial Affairs