

**The University of Tennessee
Treasurer's Office
Request for Travel Advance**

Date _____

Request for Travel Advance in accordance with FPS 05, Section 070, Part 11.

Traveler's Name _____ Travel Date _____

Personnel # _____ Travel Location _____

Campus Address _____

Office Phone _____ Date Needed _____

Account No. to be Charged Trip #

Category of Traveler or Group:

Estimate of Expenses:

Lodging: No. of nights: cost per night Total Lodging:

Transportation (excluding airfare):

Food: No. of days: per diem Total Food:

Auto Rental No. of nights: cost per day Total Rental:

Other(1): Total other(1):

Other(2): Total other(2):

Total:

Total:

Less 20% of Advance

Advance Amount

I will submit my request for reimbursement immediately after completion of the above travel and will clear the advance within thirty days after ending date of travel.

Signature of Traveler

I understand that the total amount of this advance will be charged to the above account if an expense account is not filed and the advance cleared as provided in FPS 05, Section 070, Part 11.

Department Head/or Authorized Signature

The original of this form along with the original approved travel authorization must be submitted to the Treasurer's Office five days prior to the date the advance is needed. The advance will not be given more than five days prior to departure date.