TRAVEL ADVANCE REQUEST FORM

- All advances are governed by the terms of Wesleyan’s Travel Policy at www.wesleyan.edu/finance/financeDept/accounts/travelPolicy.html
- Submit travel advances 14 to 30 days prior to departure date
- Submit an expense report within thirty (30) days after return from travel

TRAVELER’S INFORMATION

Traveler’s Name: ____________________________
Department: ____________________________

WRITE TRAVEL INFORMATION

Date of Request: ____________________________
Amount Requested: ____________________________
Reason for Request: ____________________________

Travel Destination: ____________________________
Departure Date: ____________________________
Return Date: ____________________________
Smartkey to be charged: ____________________________

CONTACT INFORMATION

Contact Person (if other than traveler): ____________________________
Contact Person Extension: ____________________________

__________________________________________       __________________
Traveler Signature          Date

__________________________________________     ___________________
Supervisor Signature                                                    Date

I have read and understand the University’s Travel policies and procedures and will comply with the terms set forth. Any and all unused Advance funds or funds used but not substantiated by a valid and approved Expense Report must be returned to the University by the date which is 60 days after the Return Date. By his or her signature above, Traveler authorizes the University to deduct the amount of any such unused or unsubstantiated funds from Traveler’s University pay.