

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

<i>Traveler's Name:</i>
<i>Department:</i>

TRAVEL INFORMATION

<i>Date of Request:</i>
<i>Amount Requested</i>
<i>Reason for Request:</i>
<i>Travel Destination:</i>
<i>Departure Date:</i>
<i>Return Date:</i>
<i>Smartkey to be charged:</i>

CONTACT INFORMATION

<i>Contact Person (if other than traveler):</i>
<i>Contact Person Extension:</i>

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.