CLEMSON®
U N I V E R S I T Y

CUBO 301 (a)
12/11

Request for Official Travel Advance

Name _____ _____ _____
             (Last)   *(First)*   *(M.I.)*

E-Mail Address _____   Phone _____

Department Number _____   Employee ID# _____

Choose one of the options below:

☐ Directly deposit advance into the traveler's bank account. *Advance will be deposited to the same account for payroll deposit. This option is available to employees already using Payroll direct deposit.

☐ Have check mailed to the following address:

☐ Pick up check at the Administrative Services Building

Do Not WRITE IN THIS SPACE
APPROVED_____
Number _____
RECEIPT NUMBER _____
AMOUNT _____

Computation of Travel Expense Advance
(Includes meal allowances, taxi/shuttle bus, gratuities)

From _____ _____   To _____ _____
      (Date)   *(Hour)*   *(Date)*   *(Hour)*

Destination/Itinerary Synopsis _____

Purpose of Trip _____

Meal Per Diem _____ X# of days _____ = _____ + other out of pocket expenses _____ =Total Advance _____

Approved By:

_____
(Signature of Dept. Head/Director)

_____
(Printed name of Dept. Head/Director)

> **I acknowledge receipt of the travel advance amount listed above. I recognize that payment is due within 30 calendar days of my return. By signing below, I preauthorize the amount of the advance to be payroll deducted should I become in arrears. I have read and understand the travel advance policy and procedures.**
>
> _____ _____
> **Signature of Traveler**   **Date**

**After this form has been signed by the traveler and the department head, please submit it to the Cash and Treasury Services Department by email or fax CashTreasury-L@clemson.edu *Fax Number: 864-656-5600*

Please allow at least one business day to process your request and issue your check. You will be notified by Cash & Treasury Services when your check will be ready to be picked up from the Administrative Services Building, 108 Silas N Pearman Boulevard, Clemson SC 29634. A travel advance will not be made more than three working days in advance of the travel departure date.

Repaying a Travel Advance
Travel advances must be repaid no more than 30 calendar days after completion of the travel. Travel advances are repaid to the Cash and Treasury Services Department. You may mail your payment to: Cash & Treasury Services, Administrative Services Building, 108 Silas N Pearman Boulevard, Clemson, SC 29634. You may also pay by credit/debit card by calling 864-656-5601.

(for check pick-up)
Check received by: _____   Date: _____