



Temporary Petty Cash Advance Form

Name _____ Employee ID# _____
(Last) (First) (M.I.) Department # _____

Reimbursement Contact: _____ Phone: _____
(Employee to issue repayment to CTS if different from above)

Do Not WRITE IN THIS SPACE	
Travel Advance #	_____
Amount	_____
Invoice/Check #	_____
Due Date	_____

Type of Advance:

Employee Travel Student Travel Research Study Other

Payment Method:

Direct Deposit Have check mailed to the following address: _____ Pick up check: 391 College Ave, Suite 302, Clemson, SC

*This option is only available for employee and student travel.
The advance will be deposited to the same account that the responsible employee is using for payroll direct deposit.

Complete This Section for Employee Travel:

From _____ To _____ Destination _____
(Date) (Hour) (Date) (Hour)

Meal Per Diem _____ X # of days _____ = \$ _____ + other expenses _____ = \$ _____ X 80% = \$ _____

If other out of pocket expenses are claimed, please explain here:

Complete This Section for Student Travel, Research Study, and Other Petty Cash Advances:

Total Amount Requested: _____

Purpose of Advance: _____

Approved By:

(Signature of Dept. Head/Director)

(Printed name of Dept. Head/Director)

Submit by Email

I am requesting the advance amount listed above. I recognize that payment is due within 30 calendar days of my return or the issue date for non-travel. For employee travel, I preauthorize the amount of the advance to be payroll deducted should I become in arrears. I have read and understand all applicable policies and procedures.	
_____	_____
Signature of Employee	Date

For direct deposit, please allow five business days to process your request. For check pick-up, please allow three business days. A travel advance will not be made more than three working days in advance of the travel departure date.

Repaying an Advance

Advances must be repaid no more than 30 calendar days after completion of travel or the issue date for non-travel. For repayment of all advance types other than employee travel, process a voucher in BuyWays made payable to Clemson University-Cash and Treasury. Employee travel advances can be paid online at <http://www.clemson.edu/finance/cash-treasury/cash-receipting/> or by mail to Cash and Treasury Services, 391 College Ave, Suite 302, Clemson, SC 29634.

(for check pick-up)

Check received by: _____

Date: _____