

WESTERN ILLINOIS UNIVERSITY

Travel Advance

(This form for use by student groups and athletic teams only.)

Section 1

Organization Name: _____ Date: _____
Location/Address: _____
Person in Charge: _____
Name of Preparer: _____ Phone: _____
Account #: _____
Purpose of Travel: _____
Destination: _____
Estimated Departure Date: _____ Time: _____ am _____ pm
Estimated Return Date: _____ Time: _____ am _____ pm
Number of Travelers in Group: _____

Section 2 - Travel Advance (Estimated Amount Required)

Transportation: \$ _____
Lodging: \$ _____
Meals or Meal Allowance: \$ _____
Other Expenses: \$ _____
Total Advance: \$ _____

Note: check will be made payable to the individual in charge as identified above.

This certifies that the undersigned accepts full and complete responsibility for the money requested herein and that any money expended will be for business purposes and within the guidelines of Western Illinois University Travel Regulations. Upon completion of the trip, official itemized receipts will be supplied for reconciliation of any expenses.

Signature of Person in Charge

Date

INSTRUCTIONS FOR COMPLETING TRAVEL ADVANCE FORMS

The Travel Advance Form should be prepared with an original and two copies. The original and one copy should be forwarded to Travel Services, and one copy is for your files. The following information is to assist you in preparing the form:

Section 1: (Self-explanatory)

Section 2: Estimate of acceptable funds needed for your trip.

Transportation: Include only transportation expenses to be paid from the Travel Advance. Do not include transportation expenses which are to be paid by separate WIU check.

Meals or Meal Allowance: Include number of people and be sure not to exceed the maximum allowable per person.

Lodging: Include number of people and be sure not to exceed maximum allowable per person.

Other Expenses: Include items such as taxi, car rental, phone, etc.