

Bucknell

Finance Office

Travel Advance Request

Name	<input type="text"/>
Travel Destination	<input type="text"/>
Purpose of Travel	<input type="text"/>
Departure Date & Time	<input type="text"/>
Return Date & Time	<input type="text"/>
Amount of Advance	<input type="text"/>

FOAPAL to Charge

Fund/Orgn Number	Fund/Orgn Name	Acct	Activity (Optional)	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVAL OF DEPARTMENT OR PROGRAM BUDGET AUTHORITY

Signature of Budget Administrator	<input type="text"/>
Date	<input type="text"/>
Signature of Recipient	<input type="text"/>
Date	<input type="text"/>

Any Travel Expense Report not submitted to the Office of Finance within two weeks of the completion of travel will be considered delinquent, and any cash advance may be considered a personal advance to be deducted from future salary payments.

ACKNOWLEDGEMENT OF RECEIPT OF FUNDS FROM CASHIER

Office of Finance
Bucknell University

Name	<input type="text"/>
Advance Amount	<input type="text"/>

<input type="text"/>	Dollars
----------------------	---------

Signature of Recipient (the individual who personally receives the funds from the Cashier)	<input type="text"/>
Date	<input type="text"/>
Office of Finance Approval	<input type="text"/>