



REQUEST FOR AN EMPLOYEE PERSONAL ACCOUNTABLE ADVANCE

Please refer to information on [Advances](#) before completing this form

ALL INFORMATION REQUESTED BELOW IS MANDATORY

FAMILY NAME _____ FIRST NAME AND INITIAL _____
(Please use given name)

DATATEL/SOCIAL INSURANCE NUMBER/STUDENT NUMBER _____

EMAIL ADDRESS _____

PHONE NUMBER _____ DEPARTMENT _____

PLEASE PROVIDE THE FOLLOWING DETAILS ABOUT YOUR TRAVEL PLANS: _____

DATE LEAVING _____ DATE RETURNING _____

DESTINATION _____

PURPOSE OF TRIP _____

ESTIMATED EXPENSES:

AIRFARE \$ _____ (Include a copy of original ticket or e-ticket with appropriate proof of payment)

REGISTRATION \$ _____ (Include a completed registration form with appropriate proof of payment)

American Express Corporate Cardholder YES NO

Cash advances are available from the Corporate AMEX card. Please refer to the [Amex Corporate Card Manual](#).

OTHER (PLEASE BE SPECIFIC): Travel advances for other items such as meals and accommodations will not be issued to AMEX Corporate Card holders or to employees who are frequent travellers who have chosen not to participate in the Corporate Card Program.

_____ \$ _____

_____ \$ _____

TOTAL TRAVEL ADVANCE REQUESTED \$ _____ DATE REQUIRED _____

When travel claim is filed, expenses will be charged to Account Number _____

Employee Signature _____ DATE _____

Approval _____ DATE _____

(Head, Chairperson, Grantee, VP, President)

Requests for an advance must be received in Financial Services TEN (10) business days prior to the start of the trip. The advanced funds will be paid by Direct Deposit. Advance requests which do not meet the Travel Policy requirements, have missing information, and/or received too late may not be processed.

Refer to [Travel Policy](#) for approval and signing authority information.

A Travel Expense Claim must be submitted to clear your advance twenty (20) working days following the completion of your trip. Advances that are still outstanding will incur interest on the advance at a rate of 1% per month. No travel advance may be outstanding for more than thirty (30) days without prior approval. No further travel advances will be issued until the outstanding travel advance is cleared and the University may recover the advance through payroll deductions.

Financial Services Use Only

Budgets Account Approved Restricted _____ Accounts Approved _____