

**THE UNIVERSITY OF TENNESSEE**  
**Institute of Agriculture**  
**REQUEST/RECEIPT FOR TRAVEL ADVANCE**

Please read the following instructions carefully.

This completed form will be necessary to obtain a Travel Advance from the Institute of Agriculture Petty Cash Account maintained in the Extension Dean's Office. An advance can be obtained at the time the form is delivered to this office, but will not be given more than five working days prior to the departure date. For advances over \$500.00, this office should be notified five working days from the date the advance is to be issued

Name	Personnel #	Title
Department Name		Dates of Travel
Name/Phone Number of person completing the Expense Statement		Destination - City & State

Purpose of Trip

**ESTIMATE OF EXPENSES:**

Lodging: No. of nights \_\_\_\_\_ @ \$ \_\_\_\_\_  
 Transportation (excluding airfare) \$ \_\_\_\_\_  
 Food: No. of days \_\_\_\_\_ @ \$ \_\_\_\_\_  
 Automobile Rental: No. of days \_\_\_\_\_ @ \$ \_\_\_\_\_  
 Other: \_\_\_\_\_  
 \_\_\_\_\_

**Category of Traveler or Group:**

- \_\_\_\_\_ New (employed three months or less) exempt or faculty employees
- \_\_\_\_\_ Student employees traveling on University business
- \_\_\_\_\_ Team travel - travel manager for the team.\*
- \_\_\_\_\_ Tour groups - tour director\*
- \_\_\_\_\_ Employees traveling outside the continental U. S.\*
- \_\_\_\_\_ Term employees
- \_\_\_\_\_ Non-exempt employees
- \_\_\_\_\_ Employees on foreign travel

**TOTAL:**

Less 20% \_\_\_\_\_  
 Amount of Advance \_\_\_\_\_

\*Exception to Less 20% deduction

\_\_\_\_\_ Petty Cash Check #      \_\_\_\_\_ Date of Advance

If this advance is not cleared within 30 days from the ending date of travel (above), this office is authorized to deduct the total amount of this advance from the travelers payroll check. Any person from whom two (2) payroll deductions are made will forfeit future travel cash advance privileges.

\_\_\_\_\_  
 Signature of Traveler

In the event the travel advance is not cleared within 30 days from the ending date of travel, I understand that the total amount of this advance will be charged to the account number below if an expense account is not filed or the advance is not cleared as provided in FPS 05, Section 070, Part II. The deduction from the account will be used only if the traveler is not on the University Payroll.

\_\_\_\_\_  
 Department Head Signature      \_\_\_\_\_  
 Account Number to be Charged

Travel advances are issued in accordance with FPS 05, Section 070, Part II, limited to special consideration as described in the above referenced policy.

\*\*\*\*\*  
 \*\*\*\*For Office Use Only Revised 9/06

Travel Check: \_\_\_\_\_ Advance: \_\_\_\_\_  
 Advance: \_\_\_\_\_ Check # \_\_\_\_\_ Check Amount \_\_\_\_\_  
 Amount Due/Owed: \_\_\_\_\_