



Finance Office

Travel Advance Request

Name

Travel Destination

Purpose of Travel

Departure Date & Time

Return Date & Time

Amount of Advance

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

Date

Signature of Recipient

Date

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

Advance Amount

Dollars

Signature of Recipient (the individual who personally receives the funds from the Cashier)

Date

Office of Finance Approval