

Date: _____

To: Accounts Payable

Subject: Travel Advance Request

Travel Destination(s): _____

Date(s) of Trip: _____

Number of Students Traveling: _____

Number of Faculty & Staff Traveling: _____

Amount Requested (minimum \$1,000; maximum \$5,000): _____

Department to be Charged for Travel (include specific accounting strings): _____

Attach a completed Check Request Form. For Source of Funding enter account: 103009

Description/Quantification of Travel Advance Request Amount:

As a condition of receiving a travel cash advance for the purpose and amount indicated above, you must agree to the following:

- Complete and submit a Travel Expense Claim Form to Accounts Payable with the **original itemized receipt(s)**, amount of travel advance and balance due to employee or CSU Channel Islands. This must be submitted to Accounts Payable within thirty (30) days of the completion of travel for the above referenced trip. Funds to be returned to CSU Channel Islands should be in the form of a check or money order payable to: California State University Channel Islands and be submitted with the Travel Expense Claim Form.
- Any portion of the travel cash advance not used for the above referenced travel must be returned to CSU Channel Islands within thirty (30) days of the completion of the travel. See above for specific information regarding return of funds to CSU Channel Islands.
- The travel advance will be used to cover only out of pocket (incidental) expenses. These would include meals, gas for rented vehicles, airline baggage fees, ground transportation (bus, train, shuttle, taxi), parking, admission charges.

