

Date:			
To:	Accounts Payable		
Subject:	Travel Advance Request		
Travel De	estination(s):		
Date(s) o	f 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.

- Travel advances **cannot** be used to pay for lodging or airline tickets.
- I understand that any portion of this travel advance which is not substantiated with receipts and/or returned to CSU Channel Islands within the timeline presented above, I may be subject to such amounts being recorded as personal income to myself.
- I have read and understand the CSU Channel Islands Travel Advance Policy.
- I have read and understand the CSU Channel Islands Travel Procedures and Regulations https://www.csuci.edu/financial-services/documents/accounting/ci-travel-procedures-regulations-jan-2018.pdf

If you accept the terms and conditions for the travel cash advance, please confirm your acceptance by signing and returning this letter to Accounts Payable no less than ten (10) business days prior to travel but not more than thirty (30) days prior to commencement of the travel.

I accept the terms and conditions of this advance.			
Traveler's Signature	 Date		
I am in agreement with the above request and authori amount of this advance which is not substantiated by a Channel Islands within the timelines presented above, above. Further, I understand that should appropriate date, the above referenced Department will <u>not</u> receive	appropriate receipts and/or returned to CSU will be charged to the Department indicted receipts and/or return of funds happen at a later		
Approved by Traveler's Dean or Manager (or Designee	e) Date		
I am in agreement with the above request and authori	ize this Travel Advance.		
Approved by Division Cabinet Member or Designee	 Date		