TRAVEL ADVANCE REQUEST
FOR UNIVERSITY EMPLOYEES AND
GRAD STUDENTS ONLY
U FIN 114-8 (R-7/88)

PLEASE INDICATE
DATE NEEDED BY:

MAIL CHECK TO
ADDRESS BELOW

CALL EXTENSION

WHEN CHECK IS READY FOR PICK UP

TRAVELER'S NAME
IF DIFFERENT
FROM PAYEE

TRAVELER'S DEPARTMENT

TRAVERLER'S EMPL. NO.

IS TRAVELER
EMPLOYED
AT THIS
CAMPUS

YES

NO

IS TRAVELER
EMPLOYED AT
OTHER U.C. CAMPUS

YES

NO

DESTINATION AND PURPOSE OF TRIP

AMOUNT

INCLUSIVE DATES
OF TRIP (APPROXIMATE)

ACCOUNT NAME AND
NUMBER TO BE CHARGED

PREPARED BY

TEL. Ext.

AUTHORIZED FOR PAYMENT BY:

CHECK PICK UP AUTHORIZED BY:

This form should be used for requesting all travel advances, including those to be paid to travel service agencies. Retain green copy. Forward blue, yellow, and white copies to the Accounting Office. The pink copy will be sent to the traveler after the requisition number has been assigned. See Department copy for further instructions.

BLUE: ACCOUNTING OFFICE—ORIGINAL

Please do not write below this line.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>OBJECT CODE</th>
<th>INVOICE DATE</th>
<th>VENDOR'S INVOICE NO.</th>
<th>REFERENCE NO.</th>
<th>VENDOR NO.</th>
<th>TAX CODE</th>
<th>ADVANCE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>NUMBER</td>
<td>FUND S</td>
<td></td>
<td></td>
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<tr>
<td>112150</td>
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<td></td>
</tr>
</tbody>
</table>

YELLOW/WHITE: ACCOUNTING OFFICE—COPY 1/COPY 2

<table>
<thead>
<tr>
<th>Transaction description</th>
<th>Amount of Loan</th>
<th>Amount of Advance</th>
<th>Date Entered</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Type</td>
<td>Number</td>
<td>Amount</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

PINK/GREEN: ACCOUNTING OFFICE RETURNS TO TRAVELER/DEPARTMENT RETAINS

IMPORTANT INSTRUCTIONS
TO DEPARTMENT AND TRAVELER

The Trip number assigned by the Accounting Office in the upper right hand corner of this form MUST be indicated when accounting for the advance.

An accounting for this advance MUST be submitted on a travel expense voucher within 10 DAYS after completion of the trip.

RETN: ORIGINAL—5 YEARS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS
OTHER COPIES: 0-5 YEARS