



# THOMPSON RIVERS UNIVERSITY

## REQUEST FOR TRAVEL CASH ADVANCE

Cash advances will only be given to employees if the funds are required for goods or services that cannot be paid in advance by TRU, a P-card, or Purchasing Department P-card.

If costs have been incurred prior to the departure date – please complete the travel expense form and submit to Finance for reimbursement.

<b>Name:</b>		<b>Date:</b>	
<b>Staff ID Number:</b>		<b>Department:</b>	
<b>Destination:</b>	<b>Travel Purpose:</b>	<b>Dates of Travel:</b>	
		<b>From:</b>	<b>To:</b>
<b>Fund:</b>	<b>Org:</b>	<b>Acct: 750010</b>	<b>Actv:</b>

<ul style="list-style-type: none"> <li>• Advances are issued in Canadian Funds</li> <li>• Only advances for more than \$200 will be processed</li> <li>• Advance payment will be processed no more than 10 working days prior to the start of the traveller's trip</li> </ul>	<b>Travel Advance Requested:</b>	<b>\$</b>
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<b>Reason for Advance:</b>
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<b>Employee Signature:</b>	Cash advances must be accounted for and unspent balances returned to Finance within 10 working days of the date of return. Advances that are not accounted for will be deducted from payroll after 30 days.
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### Approval

<b>Signature</b>	<b>Print Name</b>	<b>Date</b>
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PLEASE FORWARD THIS FORM TO FINANCE DEPARTMENT. RETAIN COPY FOR YOUR RECORDS.