

# BARNARD COLLEGE

## REQUEST FOR TRAVEL ADVANCE

Advance payment is requested for all or part of my travel expense to:

Meeting/Conference: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Reason (*indicate nature of participation e.g., attendance only, official activity, etc.*):

\_\_\_\_\_

I estimate my expenses will be:

Transportation	\$
Lodging for _____ Night(s)	\$
Meals for _____ Day(s)	\$
Fee(s)	\$
Other	\$
Total Request:	\$

Account Number to be Charged: \_\_\_\_\_  
(i.e. XX - XX - XXXX - XXXXXX - XXXXX)

Please check one only:      \_\_\_\_\_ Hold at Window      \_\_\_\_\_ Mail to Department

Department: \_\_\_\_\_

Staff Member: \_\_\_\_\_  
(print)

Staff Member: \_\_\_\_\_ Date \_\_\_\_\_  
(sign)

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Department Head)

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Vice President of Finance, when required)

**Please note all requests for Travel Advance are to be returned directly to the Finance & Operations Office.**

AP/TYPE	TRA	Travel Advance Account Number: 10-00-0000-000000-115731
AR/TYPE	TV	Voucher # _____
REF/REASON	ADT	Processed by _____