

Purpose of This Form: To obtain a travel advance for authorized university related business travel expenses for employees. The travel advance is to cover reasonable, anticipated miscellaneous travel costs, such as taxi fares, tips and other business expenses.

Note: A travel advance request will not be approved if the employee has an outstanding travel advance that has not been cleared. A travel advance is the personal obligation of the employee and the employee is responsible for any lost or stolen travel advance. Once the travel advance has been paid, any expense reports (regardless of the travel expense) submitted will be applied to the outstanding travel advance amount until the outstanding travel advance amount is fully paid.

How to use this form:

1. This form should be completed two weeks prior to the expected date of business travel. Please note that all fields must be completed.
2. Once completed, this form should be submitted to the appropriate approver (e.g., the individual who is responsible for the account to which the travel will be charged).
3. Once approved, this form should be submitted to Accounts Payable at ap-payform@andrew.cmu.edu for processing. Allow five business days for the request to be processed and the payment to be generated.

For questions, please contact AP-Help@andrew.cmu.edu.

Employee Travel Information

Name: _____ Andrew ID: _____
 Department: _____ Organization Number: _____
 Expected Travel Dates: _____ to _____ Destination: _____
 Purpose of Expense:
 Ledger where the expense will be charged: _____

Banking Information

If you are not set up for direct deposit with Accounts Payable (AP), please complete this section as the travel advance will be sent electronically.

Bank Name: _____ Bank Account Type: _____
 Address: _____ Email Remittance To: _____
 City: _____ State: _____ Zip Code: _____ Country: _____

DOMESTIC ONLY: Bank Routing Number: _____ Bank Account Number: _____

INTERNATIONAL ONLY: Bank Account Number: _____
Note: Banks which have adopted the ISO International Bank Account Number (IBAN) standard must ensure a complete IBAN account number is provided in the account number line. For example, Qatar IBAN numbers are 29 digits in the following format: QAKK QNBA 0000 0000 1234 123456 123.
 S.W.I.F.T. Code (8 or 11 characters): _____
 Other International Bank Code (e.g., BSB, Sort, ISBC): _____

Request for Advance

Estimate the amount of the advance type(s) of expenses that are anticipated to be incurred.

Date needed:

Category	Amount (\$)
Shuttle/taxi	
Meals	
Parking	
Amount of Advance Request	

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Authorization

This advance request is made for university related business travel expenses. I understand that If this advance is not cleared within **90** days of the date I complete my travel, the advance may be treated as a payroll advance and deducted from my next regular pay(s) should Carnegie Mellon deem this action necessary.

Employee

Signature

Department Business Manager

Signature*

*Note: For Accounts Payable processing purposes, once the Department Business manager signature field is completed, the form will lock and no longer be editable.

Finance Division Use

Processed by: _____

Date: _____

Submit completed form to Accounts Payable
at ap-payform@andrew.cmu.edu.