

# BATES COLLEGE - ADVANCE REQUEST FORM

A/P 4/1/14

Advance Description:  Cash  Airline Ticket  Conference Registration  Lodging

(For airline ticket, conference registration, and lodging advances, please attach original receipt or proof of payment.)

Purpose of Advance: \_\_\_\_\_

Travel / Event Dates: \_\_\_\_\_ Advance Amount: \_\_\_\_\_  
(Amounts over \$150 will be paid by check)

Department / Student Club or Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*I am requesting an advance and understand that I must return all unused funds and a completed Travel Expense Report/Payment Request Form to Cashiering at 221 Lane Hall, within 10 days of my completed travel/event. I understand that this advance will be deducted first from any reimbursement proceeds that may be due to me from the College. I understand that I may not obtain another advance until this advance has been cleared.*

Requester: \_\_\_\_\_  
Signature Printed Name ID Number

Approver: \_\_\_\_\_  
Signature (for Advance Amounts over \$150) Printed Name Date

## For Office Use Only - Do Not Complete

CASH RECEIVED (CM 0010-7004-0513/end date)

CHECK ISSUED (INV 0010-7004-0513)  
(CM 0010-7004-0513/end date)

Receiver: \_\_\_\_\_  
Signature Payee

Print Name Date Cashier