

# ADVANCE CLEARING FORM



Before submitting the Advance clearing form, please adhere to the following:

1. FOR EMPLOYEE TRAVEL: Complete an expense report, attaching program/agenda if applicable.
2. FOR STUDENT/GROUP TRAVEL: Attach a list of all student participants
3. Secure all receipt to a blank sheet of paper (by taping the receipts neatly)
4. Provide a receipt tape for expenses

Note: Meal allowances can be claimed up to the maximum per diem amount by meal, per day.

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_ DATE(S) OF EVENT \_\_\_\_\_

VOUCHER # \_\_\_\_\_

Amount of Advance \_\_\_\_\_

Amount of Expenses \_\_\_\_\_

Amount Returned \_\_\_\_\_

## Expenditure Break-Down

Meal Total \_\_\_\_\_

Lodging Total \_\_\_\_\_

Gas Total \_\_\_\_\_

Other (Specify) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Number \_\_\_\_\_

Check Amount \_\_\_\_\_

## For STUDENT/GROUP/MISCELLANEOUS:

From SSU: Date \_\_\_\_\_ Time \_\_\_\_\_

Back to SSU: Date \_\_\_\_\_ Time \_\_\_\_\_

# of Students: \_\_\_\_\_ # of Staff: \_\_\_\_\_

## FOR OFFICE USE ONLY:

Route Employee (Account 132300) to Campus Travel Coordinator; Others (Accounts 132400 & 132900) to AP

SPEEDTYPE \_\_\_\_\_

ADVANCE AMOUNT \_\_\_\_\_

TOTAL OF RECEIPTS \_\_\_\_\_

AUDIT REVIEWER INITIALS \_\_\_\_\_

AMOUNT RETURNED \_\_\_\_\_

Please return any unused funds to the following: Detail Code \_\_\_\_\_

Account \_\_\_\_\_ Fund \_\_\_\_\_

Project/Grant \_\_\_\_\_

## BURSAR OFFICE ONLY:

Receipt #: \_\_\_\_\_ Initial: \_\_\_\_\_