

REQUEST FOR TRAVEL ADVANCE

Purpose: The use of this form is **required** to request a travel advance, which will be issued at the discretion of the Financial Officer. The completed form is uploaded, as supporting documentation, to the request in SAP Concur. Please refer to the Request for Travel Advance instruction page for complete details. See the SAP Concur "Creating a Travel request with Cash Advance" document for complete instruction on creating the request in SAP Concur.

COMPLETE AT THE TIME ADVANCE REQUESTED

Date: _____	Will this trip include personal travel? _____
Employee: _____	Personal Travel Dates: _____
Trip Name: _____	Business Area #: _____
Trip Type: _____	Cost Object Type: _____
Trip Purpose: _____	CO/IO/WBS #: _____
Description of Travel: _____	PERNR: _____
Business Travel Start Date: _____	Additional Information / Comments: _____
Business Travel End Date: _____	Amount: _____
Final Destination: _____	Currency: _____
	Cash Advance Comments: _____

I have requested a travel advance and intend to use this advance for the purpose stated above and understand that I will be liable for the amount of the advance until settlement. I understand and accept that appropriate sanctions will be administered if misuse is determined. Any amounts owed to the University after 60 days will be deducted from my paycheck and by my signature below, I authorize the University to do so. I understand that any expenditures made with this advance are subject to further approval according to Penn State policies and procedures.

Signed Employee _____ Date _____

Travel advances are issued using GL 15010070 Travel Advances. This advance represents an outstanding obligation (receivable) for the advance holder.