

GEOLOGY REQUEST FOR TRAVEL ADVANCE

Name &
Address
of Payee
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Name of Traveler (if different from Payee)

University Employee Yes____ No____

ID Number to Charge

Work Phone

Location and Purpose of Trip

Inclusive Dates of Trip:

Date Advance Needed (Please allow five working days)
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Are You a Group Leader (paying expenses for anyone else)? Yes____ No____ If Yes, list group members:
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Estimated Expenses	
<u>Item</u>	<u>Amount</u>
Airfare	_____
Registration Fees	_____
Lodging	_____
Meals	_____
Personal Car	_____
Misc. (Taxi, Parking, etc)	_____
Total Advance Requested	_____
Receipts will be required for any individual item costing \$75 or more (except Lodging, Airfare, and Registration where original receipts are still required).	

Approval
PI _____
Date _____