



**International Travel Advance and  
Year End Travel Advance/Travel  
Encumbrance Form**

Year-end encumbrance

Travel Advance \*\*

If travel advance requested, date for check delivery \_\_\_\_\_

Checks must be requested at least 2 weeks in advance. Check will be cut no earlier than 30 days in advance of trip.

I hereby agree to do a travel expense statement within 10 days of trip end and to pay back any remaining funds within 3 days of notification of amount due by Accounting Services. \_\_\_\_\_ (initial)

Employee Name:

Department Number to be charged:

Dates of Travel: From: \_\_\_\_\_ To: \_\_\_\_\_

Destination/Purpose of Travel:

Estimated Expenditures: Mileage

- Commercial Transportation
- Airfare/Baggage Fees
- Meals
- Lodging
- Parking
- Rental Car
- Registration (if you are paying it)
- Other

Total amount requested

**Attach justifications for the amounts above (reservations, agenda, mapquest, etc.).**

Employee Signature \_\_\_\_\_

Budget Manager Authorization \_\_\_\_\_

Accounting Office Authorization \_\_\_\_\_

\*\*To qualify for a travel advance you must either be traveling internationally or make less than \$50,000. If qualifying based on salary, this form should only be used at year end. Travel advances based on salary should be entered into PeopleSoft if it will be cleared before mid-June.