

For Fiscal Department Use

Travel Advance Request Form

Name: _____ Title: _____

Address: _____ FAMIS VID (11 Digits): 2 -

Email: _____ Sales & Receivables ID: TR 68 - _____

Departure Date: _____ Destinations: _____

Return Date: _____

Purpose of Travel: _____

Account Number to be charged: _____ Advance Amount: \$ _____

Does advance amount include airfare or lodging deposit? Yes No
Advances for airfare allowed only after receiving the credit card statement.

Travel Voucher must be submitted to FMO by the Accounting Due Date.
Accounting Due Date (30 days after return date): _____
Past due travel advances are subject to being taxable at 90 days past due and a hold being placed on the employee at 60 days past due.

Requested By: _____
(Signature-Traveler)

- Mail Check
- Pick Up Check
- ACH Direct Deposit

Approved By: _____
(Signature-Department Head or Designee)

Phone: _____

(Printed Name)

(Date)

Advance Picked Up by: _____ / _____
(Signature) (Date)

(Title)

Contact: _____ Phone: _____ Email: _____

MS: _____

To Look Up Sales and Receivable # on FAMIS: Use customer last name on screen 632. (TR68 + XXXXXX + 000)	For Fiscal Department Use: A/P: Type 3 Dept. Ref. = TRADV 011143-1615	For Fiscal Department Use: A/R: Dept. = GL Type TA 011143-1615
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See back for travel advance processes and procedures.

Fax completed form to Fiscal-Accounts Payable at (979)458-4193 or deliver to receptionist at the GSC Building, Suite 3101 **at least two working days prior to date of departure (2:00 p.m. deadline for next day check).**

Privacy Notice:

State law required that you be informed of the following:

- (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions provided by law);
- (2) you are entitled to receive and review that information; and
- (3) you are entitled to have the information corrected at no charge to you.