

**THE UNIVERSITY OF TENNESSEE AT MARTIN  
BUSINESS AFFAIRS OFFICE  
REQUEST FOR TRAVEL ADVANCE**

Date \_\_\_\_\_

Request for Travel Advance in accordance with FPS 05, Section 07, Part 11.

Traveler's Name _____	Travel Dates _____
Campus Address _____	Travel Location _____
_____	Office Phone _____
_____	Date Needed _____

Account Number to be Charged \_\_\_\_\_

Category of Travel or Group:

_____ New Employee _____ Team _____ Temporary Employee _____ Non-Exempt Employee	_____ Student _____ Tour Group _____ Employee Traveling Outside the Continental U.S.
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Estimate of Expenses:

Lodging: No. of nights _____ @ \$ _____	
Transportation (excluding airfare)	_____
Food: No. of days _____ @ \$ _____	_____
Automobile Rental: No. of days _____ @ \$ _____	_____
Other:	_____
_____	_____

TOTAL:	Less 20%	_____
	Amount of Advance	_____

I will submit my request for reimbursement immediately after completion of the above travel and will clear the advance within thirty days after ending date of travel.

\_\_\_\_\_  
Signature of Traveler

I understand that the total amount of this advance will be charged to the above account if an expense account is not filed and the advance cleared as provided in FPS 05, Section 070, Part 11.

Department Head/or Authorized Signature

The original of this form along with the original approved travel authorization must be submitted to the treasurer's Office five days prior to the date the advance is needed. The advance will not be given more than five days prior to departure date.