DU/DUHS   TRAVEL ADVANCE FORM

Note: Allow five to seven business days for payment processing.

Date: _____

	Employment/Student Status
	Check appropriate box below:
	Non-exempt (Biweekly-UB)
	Exempt (Monthly-UM)
	Non-Comp (MWE-UA)
	Registered Student

Pay to: _____

- **Employees with direct deposit will receive payment via direct deposit. Otherwise, a check will be issued for pick up at the University Cashier's Office.**

- **Students will be issued a check for pick up at the University Cashier's Office.**

> Please check the "Registered Student" box

DESCRIPTION

Date of Departure: _____
(Month, Day, Year)

Date of Return: _____
(Month, Day, Year)

Destination: _____
(City, State, Country) If multiple, list main visit city

Purpose of Travel/Advance Request:

_____

If this request is being made more than two weeks prior to the departure date, please indicate why:

_____

Cost Object to be charged: _____

> Same PI code used in the application

Amount Requested:

Employee (Code 1001000 141201) $ _____

Student (Code 1001000 203002) $ _____

I understand that this advance is a loan to me so that I do not have to use personal funds for expenses incurred
in conducting official Duke business. I also understand that I must file the required travel expense report
within thirty days upon my return. If this advance is not cleared within the required time,
I authorize Employee Travel & Reimbursement to deduct any uncleared portion from my next pay check.

Signed: _____   _____
        Requestor's Signature   Print Requestor's Name

                                           _____
                                           Requestor's Duke Unique ID #

Approved by: _____   _____
             Printed Name and Title   Requestor's Work Telephone #

_____   _____
        Signature   Department

SEND SIGNED ORIGINAL TO EMPLOYEE TRAVEL & REIMBURSEMENT, BOX 104144