



UNIVERSITY OF SOUTH CAROLINA

Request for Travel Advance – Individual (Faculty, Staff or Student)

Custodian:

Faculty/Staff Student

Name Department Name Complete Mailing Address Phone Email

I hereby request a travel advance fund in the amount of

Travel Authorization (TA) #: Date:

Specific Purpose of Travel Advance (Rationale and Explanation of Disbursement)

* For Faculty, Staff and Student, advances may not be more than 70% of the meals and lodging lines on your TA. If multiple students are traveling, then the TA custodian for the advance should be a USC faculty/staff.

I agree to abide by University, Federal, and/or other sponsor regulations regarding expenditures of travel advance funds. As custodian of this travel advance, I agree to keep all cash under lock and key. I understand that I am responsible for reimbursement to the University of South Carolina any unaccounted funds. If for any reason I fail to provide proper documentation of expenditures or return the cash balance when it is due for faculty/staff, I authorize the Payroll Department to deduct the outstanding balance from my next payroll check/deposit(s); for students, I acknowledge that the Bursar's Office will place the amount owed on my student account with the University. I also agree to submit original receipts for all cash used. I will deposit in cash any unused funds against said travel advance at the Bursar's Office and provide General Accounting with the original cash receipt of deposit as a part of the settlement.

* Settlement for a travel advance is the submission of a travel reimbursement within seven (7) business days of return.

Signature of Custodian

Date

Accounting:

USC Chartfields:

Operating Unit Department Fund Code Account 10206 Class Field

For Grants or Projects:

PC Business Unit Project Activity

Dean or Department Chair Approval:

Name Phone Email

Signature of Dean or Department Chair

Date

General Accounting Approval:

Signature of General Accounting

Date