

# Tulane

## Request for Travel Cash Advance

Name: \_\_\_\_\_

Department: \_\_\_\_\_ School: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Trip to: \_\_\_\_\_  
City State

Purpose of Trip:

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Number of Days Traveling: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

I understand that I am personally liable for advances issued to my card. I am reimbursed by Tulane for the travel expenses that

\_\_\_\_\_  
Signature - Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Required Approvals

\_\_\_\_\_  
Date

Travel Cash Advances are available to the employees of the University to cover incidental travel expenditures. Employees eligible for University travel should apply for a Tulane Business Card on which to charge lodging, meals, and other non-incidental expenses. Applications for the Tulane Business Card can be obtained from the Department of Campus Services.

Travel cash advances are based upon the formula of \$50.00 for the initial day of travel and \$25.00 per day thereafter.

To obtain a travel cash advance, the approved Request for Travel Cash Advance form, along with the employee's Tulane Business Card and employee ID card, must be submitted to the Bursar's Office on the Uptown campus, or to the Bookstore at the Medical Center.

University employees who do not obtain a Tulane Business Card assume responsibility for advance financing of domestic travel.

Reimbursable business expenses with required receipts must be reported on the individual's Request for Travel Advance or Reimbursement form in order to obtain reimbursement.

Traditional travel advances obtained through Accounts Payable are available only for international travel. A Request for Travel Advance or Reimbursement form must be completed for this type of advance.