

University of Pennsylvania
Office of the Comptroller
TRAVEL OR ENTERTAINMENT ADVANCE REQUEST

Date _____

Payee Designations and required supporting documentation

Faculty/Staff

Non US Citizen

US Citizen

Visiting Non Resident Alien

Non-employee / Other (in new vendor, attach W-9 w/ soc sec #)

Penn Student ** (FNIP*, copy of passport, visa, I-94 card)

Penn Student **

(**All students must complete a Statement of Business Connection form)

Check here if non-employee is a government official

PAYEE INFORMATION

LAST	FIRST	M.I	PENN ID #
CAMPUS ADDRESS			VENDOR#
BUSINESS PURPOSE OF TRIP OR EVENT			EMAIL ADDRESS
DESTINATION	BEGINNING DATE OF TRIP OR EVENT *	ENDING DATE OF TRIP OR EVENT **	

* Advances that arrive for processing after the **Beginning Date** of the trip will be returned. ** Advances will only be issued for periods not to exceed 3 months.

Note: Advances should be accounted for within 10 days of the Ending Date. If I fail to account for or reimburse the University for all monies advanced to me within 120 days from the above ending date, I expressly authorize the University to declare this advance as taxable income (faculty/staff) or charge my bursar bill (student) at such times as the University deems appropriate.

SIGNATURE OF PAYEE:***

Cash Advance A cash advance request must be \$200 or less and should be requested no more than 5 days prior to date of travel or event.

\$ _____

Check Advance Must be submitted no more than one month and no less than 10 days prior to date of trip or event to allow for check delivery through Intramural Mail. "Will Call" requests will only be processed in the cases of emergencies and at the discretion of Individual Disbursement Services.

\$ _____

ACCOUNTING INFORMATION

Federal Grant

Non-Federal Grant

Tracking# <small>Assigned when Processed</small>	Amount	26 Digit-Account Number (# of digits in each segment)								
		CNAC (3)	ORG (4)	BC (1)	FUND (6) °	OBJ (4)	PROG (4)	CREF (4)		
Total Amount:		° If requesting an Advance for international travel on a grant or contract (5 ledger) or for entertainment-related events, the advance must be approved by <i>Research Services</i> prior to being processed.							Auditor Approval	

APPROVAL SECTION

EMBOSSSED BY TAC HOLDER	NAME OF TRANSACTION AUTHORIZATION CARD (TAC) HOLDER ***
	ORIGINAL SIGNATURE OF TRANSACTION AUTHORIZATION CARD (TAC) HOLDER ***
	All Advance requests must have a copy of an Advance Justification (C-7A) form attached with the signature of the Higher Level Approver on the form
DEPARTMENT NAME	DEPARTMENT ADDRESS
	MAIL CODE
	TELEPHONE
COMPTROLLER'S AUTHORIZATION	PAYEE SIGNED AT CASHIER'S WINDOW