



BOSTON UNIVERSITY TRAVEL ADVANCE REQUEST FORM

Document Control Number

T979623

Tip: Use the TAB key to go from field to field, SHIFT-TAB to go backward.

A travel advance will be issued to full-time University employees traveling on University business. The travel advance will be established as a receivable in the employee's name until the Travel and Business Expense Report is filed with the Travel Section. (See further instructions under the "Instructions" Tab of this workbook).

Name of Traveler: Actual Last Name, Traveler First Name

Name of Full-Time Employee Responsible for Advance: Responsible Last Name, Employee First Name

Position Title: Department Administrator, UID: U

Ext: 3-2411, E-Mail Address: @bu.edu

Business Purpose: Hotel, Meals, Incidental Expenses Only. Not to be used for flights!

Destination: Destinationville, MA, USA, 01003

Departure Date: 3/1/2013, Return Date: 3/1/2013

Disposition of Check:

[X] Interdepartmental Mail, [] Hold for Pickup

Interdepartmental Address: (optional) 725 Commonwealth Avenue, RM 108 Boston, MA 02215

Account Distribution:

Table with 3 columns: GL Account, Amount, Cost Object (CC/IO/WBS). Row 1: 513500, \$1,000.00, 1209990000. Total: \$1,000.00

*****One Thousand Dollars

Payment Approved and Accounts Authorized By:

Traveler's signature (required), Actual Traveler, 3/1/13, 3-2411, @bu.edu
Authorized signature for account (required), Responsible Employee, 3/1/13, 3-2411, @bu.edu
Dean/Vice President approval (required)

Research Accounting: (for account distribution source numbers ending in -5, -6, -7, -8)

Authorized approval, Print Name, Date, Ext., E-mail (optional)