

DAEMEN
COLLEGE
A World of Opportunity
ADVANCE REPORT

SUBMITTED BY: _____

I. ADVANCE FOR TRAVEL **account#** _____

TRIP TO _____ FOR _____
Convention? Meeting? Other?

DATE LEFT _____ DATE RETURNED _____

AMOUNT OF ADVANCE (a) \$ _____

EXPENSES:

FARE (Plane, Train, Auto, Bus) \$ _____
Auto mileage reimbursement use Travel Voucher Form.

TAXI: \$ _____

HOTEL \$ _____

FOOD \$ _____

TIPS \$ _____

OTHER \$ _____

TOTAL EXPENSES (b) \$ _____

AMOUNT DUE TRAVELER (Attach Purchase Requisition)/OR (a-b=-) \$ _____

AMOUNT RETURNED TO DAEMEN (a-b=+) \$ _____

II. ADVANCE FOR AN EVENT **account#** _____

EVENT NAME _____ DATE OF EVENT _____

AMOUNT OF ADVANCE (a) \$ _____

TOTAL EXPENSES (b) (Please list individual expenses on back of form) \$ _____

AMOUNT DUE REQUESTOR (Attach Purchase Requisition) (a-b=-) \$ _____

AMOUNT RETURNED TO DAEMEN (a-b=+) \$ _____

****YOU MUST INCLUDE RECEIPTS FOR ALL EXPENSES.**

****SALES TAX IS NOT REIMBURSED/NOR SHOULD IT BE INCLUDED IN EXPENSES.**

