



## 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.**

