



INSTRUCTIONS TRAVEL ADVANCE REQUEST

Traveler

Complete all entries in the **General Section**, enter the total of all estimated cash expenses on the lines provided and enter the total in 'Total Trip Expense'. Travelers are required to review the Travel and Reimbursement policy prior to requesting a travel advance. The travel advance form must be attached to the Spend Authorization in Workday. Read and sign the Acknowledgement/Statement section.

<https://umiami.policystat.com/policy/6268281/latest>

Approvals Required

Department

The Travel Advance Request must be approved by an authorized signer on the worktag which will be charged for the travel advance.

Sponsored Accounts

All requests for travel advances on a Grant account must be approved by the appropriate Sponsored Program Expenditure Compliance Office.

Travel advance requests on non-sponsored accounts must be accompanied by supporting documentation and attached to the Spend Authorization in Workday.



UNIVERSITY OF MIAMI TRAVEL ADVANCE REQUEST

No.

GENERAL

FIRST NAME	LAST NAME	E-MAIL	PHONE NUMBER	DATE
DEPARTMENT		BUILDING/ROOM NO.	LOCATOR CODE	
CAMPUS		WORKTAG NO.	SPEND CATEGORY.	
DESTINATION			DATES OF TRIP	
			FROM	TO

PURPOSE OF TRIP (BE SPECIFIC, INCLUDE PERSONS AND/OR ORGANIZATIONS TO BE VISITED AND REASONS FOR VISIT OR MEETING) IF A SPONSORED ACCOUNT IS USED, THE DIRECT BENEFIT TO THE GRANT NEEDS TO BE STATED.

ESTIMATED EXPENSES		TRAVEL AUTHORIZATION	
Airfare	\$	Dept Head <input type="checkbox"/> Dean <input type="checkbox"/> Division Head <input type="checkbox"/> P.I. <input type="checkbox"/>	
Transportation	\$	Sign Name	
Lodging	\$		
Per Diem Meals	\$	Print Name	Date
Other	\$		
Total:	\$	Sponsored Office Expenditure Control Signature <i>(if a sponsored account is used)</i>	
Explanations:			

ACKNOWLEDGEMENT & AUTHORIZATION

I declare that all travel advance monies are held by me in trust for University Business travel. All monies in excess of expenditures allowed by University Policy for the purposes of this trip shall be returned by me to the University along with an Expense Report submission, detailing all expenditures within **10 days** after the completion of the trip. In the event that such excess is not repaid within the prescribed time, or if I fail to provide the accounting and documentation for this trip in accordance with University Policy, I authorize the University's Payroll Office to withhold the full amount of this Travel Advance Request from any wages, salaries, monies due to me.

Traveler's Signature_____
UM ID Number_____
Date