

STUDENT ORGANIZATION TRAVEL ADVANCE ACKNOWLEDGEMENT FORM

Student Name:

Student Organization:

Reason for Advance:

Advance Amount: \$ _____

Terms of the Travel Advance:

Students who have been approved for travel advances are required to submit original, detailed receipts as substantiation for all expenses incurred. The expense substantiation plus any unused cash must be returned to the Business Office within two weeks of the date of the event. Failure to submit the required documentation and/or return of any unused cash in a timely manner (within two weeks of the date of the event) will result in the reporting of the amounts to the Internal Revenue Service as compensation.

By accepting this travel advance, I acknowledge that I have read and understand the terms of the travel advance detailed above.

Student Signature

Date

SBA Treasurer

Date

Assistant Dean for Students & Diversity Services

Date