Cash/Travel Advance Request Form

Date: ____________________ Department/Organization Name: ________________________________

Program/Event Name: _________________________________________________________________

□ On Campus  □ Off-Campus

Dates of Travel/Event: ____________________ Total Amount Requested: $____________________

Business Purpose (description of use):
_________________________________________________________________________________
_________________________________________________________________________________

Budget Breakdown: □ Food $______ □ Transportation $______ □ Supplies $______ □ Other
_______
_________________________________________________________________________________
_________________________________________________________________________________

Have you explored other payment methods before seeking advance?
□ Yes □ No  If yes, list and explain
_________________________________________________________________________________
_________________________________________________________________________________

Cash/Travel Advance Holder

The following person will be responsible for the safety of the cash/travel advance and return of the advance reconciliation. If funds from the advance are distributed to others, the advance holder is responsible for obtaining all receipts and remaining funds. The advance must be reconciled with SFA/USL within 5 business days upon return from trip or 10 business days after receipt of advance for non-travel.

Name (Print): ____________________________

Your signature here acknowledges you have read and understand the policy for use of advance funds.

Signature: ____________________________ Date: ____________________________

UNI: ____________________________

Executive Board Member Signature: ____________________________ Date: ____________________________

Advisor Signature: ____________________________ Date: ____________________________

Student Financial Advising Signature: ____________________________ Date: ____________________________

____________________________________________________

Columbia University in the City of New York
Columbia Engineering

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Cash/Travel Advance Request Form, August 2017