

# ADVANCE REPORT

SUBMITTED BY: \_\_\_\_\_

**I. ADVANCE FOR TRAVEL**      **account#** \_\_\_\_\_

TRIP TO \_\_\_\_\_ FOR \_\_\_\_\_  
Convention?   Meeting?   Other?

DATE LEFT \_\_\_\_\_ DATE RETURNED \_\_\_\_\_

AMOUNT OF ADVANCE \$ \_\_\_\_\_

**EXPENSES:**

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

TAXI: \$ \_\_\_\_\_

HOTEL \$ \_\_\_\_\_

FOOD \$ \_\_\_\_\_

TIPS \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

AMOUNT DUE TRAVELER (Attach Purchase Requisition)/OR \$ \_\_\_\_\_

AMOUNT RETURNED TO DAEMEN \$ \_\_\_\_\_

**II. ADVANCE FOR AN EVENT**      **account#** \_\_\_\_\_

EVENT NAME \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

AMOUNT OF ADVANCE \$ \_\_\_\_\_

TOTAL EXPENSES (Please list individual expenses on back of form.) \$ \_\_\_\_\_

AMOUNT DUE REQUESTOR (Attach Purchase Requisition) \$ \_\_\_\_\_

AMOUNT RETURNED TO DAEMEN \$ \_\_\_\_\_

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

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

**(Please attach all receipts.)**

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**TOTAL**