

University Of Massachusetts Lowell



Travel Advance Request

Present this completed form along with the **the Travel Authorization** to the Comptroller's Office, Dugan Hall, at least 10 working days prior to the date when funds are needed

Traveler _____ <i>Last Name, First Name (Please type or print)</i>	Employee # _____	
Amount of Request: _____	Speed Type: _____	
Department: _____	Building: _____	Telephone #: _____
Account: _____	Fund: _____	DeptId: _____
Prg: _____	Class: _____	Proj/Grt: _____

Controller's Office Advance Requirements

1. Advances will be given to employees who are currently on the payroll and will be made directly from the general ledger of non-State fund accounts only.
2. A travel expense voucher or other appropriate documentation for settlement of the advance must be submitted to the Comptroller's Office within 15 days after the completion date of a trip or event.
3. If a trip is or event is cancelled, the advance reimbursement is due immediately by check to the University and must be sent to the Controller's Office with a copy of the initial disbursement voucher and a memorandum stating the advance is not needed.
4. If the settlement becomes 60 days delinquent, the employee's pay will be reduced by the outstanding advance amount. The employee will not be allowed to receive advances from the University until the pending advance is settled.

I accept this advance with the understanding that I will comply with the above requirements.

I further authorize the University to retain my paycheck or cancel my direct deposit if the above requirements are not complied with.

Signature: _____

For Official Use Only

Date: _____ Return Date: _____
Destination: _____