



Cash Advance Form

Make check payable: _____

Person requesting advance: _____ Date: _____

Conference/Tournament: _____

Campus/Club or Class: _____

Date of Departure: _____ Date of Return: _____

Time of Departure: _____ Estimated Time of Return: _____

No. of students attending _____ No. of Sponsors attending _____

Mileage calculation from Georgetown to _____

Mileage: _____ miles X 58.5 cents per mile = \$ _____

Calculate mileage using a web based mileage calculator (i.e. Rand McNally, Google Maps, Mapquest) and attach copy of mileage calculation to this form.

Other (hotel parking, tolls, programs, etc.) = \$ _____

Description of Other costs _____

Reimbursable meals are based on departure/arrival times and dates. You must have **itemized receipts** to be reimbursed for meals. Receipts for credit card charges are allowable but must have **itemized charges**.

Meal	Maximum	Example		Day 1		Day 2		Day 3		Day 4		Day 5	
		#	Amt.	#	Amt.	#	Amt.	#	Amt.	#	Amt.	#	Amt.
Breakfast	Student (\$7 ea)	20	\$140.00										
	Sponsor (\$10 ea)	4	\$40.00										
Lunch	Student (\$10 ea)	20	\$200.00										
	Sponsor (\$15.00 ea)	4	\$60.00										
Dinner	Student (\$13 ea)	0	\$0.00										
	Sponsor (\$20.00 ea)	0	\$0.00										
Daily totals			\$440.00										

Total Trip Expenses \$ _____

Sponsor Printed Name: _____

Sponsor's Signature: _____

Date: _____