



Cash Advance Form

Make check payable: _____

Person requesting advance: _____ Date: _____

Conference/Tournament: _____

Campus(es)/Club or Class: _____

Date & Time of Departure: _____ Date & Time of Return: _____

No. of students attending _____

If using personally owned vehicle:

Mileage calculation from Georgetown to _____

Mileage: _____ miles X \$ 0.60 per mile = \$ _____

Calculate mileage using a web-based mileage calculator (i.e., Rand McNally, Google Maps, Map Quest) 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**. Receipts for all expenses must be turned in to Business Services within 5 days of your return.

Breakfast before 9:00am, Lunch between 9:00am - 5:00pm, Dinner after 5:00pm

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 ea)	4	\$60.00										
Dinner	Student (\$13 ea)	0	\$0.00										
	Sponsor (\$20 ea)	0	\$0.00										
Daily totals			\$440.00										

Total Trip Expenses \$ _____

Employee (Sponsor) Printed Name: _____

Employee (Sponsor) Signature: _____ Date: _____

Budget Acct. Code _____ Signature: _____