



Expense Report #: \_\_\_\_\_

FASC - ACTIVITY FUNDS  
ADVANCE PAYMENT FORM

SCHOOL: \_\_\_\_\_

ORG#: \_\_\_\_\_

\_\_\_\_\_ is requesting a check in the amount of \$ \_\_\_\_\_  
(Print Sponsor Name)

Date(s) of Activity: \_\_\_\_\_ Location of Activity: \_\_\_\_\_

Items to be purchased: \_\_\_\_\_

I understand:

- Advances are for Student Travel Activity only
- This money **must** be used exclusively for the activity stated above.
- Only itemized receipts will be accepted
- I understand that this money **shall not** be used to make cash payments to judges, officials, security guards, vehicle rental, etc.
- **I must return the unused portion of this money to the bookkeeper upon return to the campus and I will receive an Oracle receipt.**
- **The Oracle receipt for unused funds along with original receipts for expenditures/purchases must be uploaded into I-Expense for reconciliation within 10 days of receiving funds.  If advance is not reconciled timely, the funds will be payroll deducted.**

I agree and will comply with the conditions listed above.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

**Must be completed by Bookkeeper**

Linecode for Expense

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - **X** - \_\_\_\_  
Fund Fn Object SObject Org Yr Pic

Funds Available \$ \_\_\_\_\_

Date Verified: \_\_\_\_\_

Bookkeeper Initials: \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

**Note: Return Printable I-Expense page before and after reconciliation.**