



**MISSOURI STATE UNIVERSITY
TRAVEL ADVANCE
AND/OR
FOREIGN AUTHORIZATION FORM**

Name		M#		Date	
Department		Fund	Org	Account	Prog
Destination		Travel Request # FINANCIAL SERVICES USE ONLY			
Purpose of Trip					
From:		To:		# Making Trip	
Manner of Transportation		☐ Car	☐ Plane	☐ Bus	☐ Train
Estimated Expenses		Specify Expenses _____ @ \$ _____ If Personal Car, _____ Miles @ Current rate _____ Nights @ \$ _____ _____ _____			
Meals	\$ _____				
Transportation	\$ _____				
Lodging	\$ _____				
Other (Specify)	\$ _____				
Total	\$ _____				
Reimbursable Allowance		\$ _____		To be completed by approving administrator	
CASH ADVANCE		\$ _____		MUST be completed to receive advance	
<u>Terms & Conditions</u>					
All travel advances must comply with the following conditions or the advance may be taxable! Travel advances are posted to recipient's Accounts Receivable account and will remain until settled through filing an expense report and/or repaying any excess amount, if necessary. Travel advances are disbursed 24 hours prior to travel, unless the travel begins on a weekend or holiday in which case the funds would be advanced on the preceding business day. As a rare exception, the disbursement can be made more than 24 hours prior to the travel departure with the approval of the Financial Services. In no event can funds be advanced more than 30 days of when an expense is paid or incurred. Travel Expenses should be substantiated with a completed travel expense report within 30 days after the completion of trip. Adequate substantiation includes, but is not limited to, receipts, cancelled checks, or other documentation outlined in the Missouri State University Travel Policy. The substantiation should also include the date, time, place, amount, and business purpose of expense. Note: Any excess amount not returned to the Bursar's office within 30 days after the completion of trip will incur finance charges. Failure to repay a cash advance within the stated period may result in loss of this courtesy. Any excess amount not returned to the Bursar's office within 120 days from the first day of the trip will be treated as wages. Advances treated/included as wages, are subject to withholding and payroll taxes, and will be included on W-2 Forms.					
Applicant's Signature		Date		Approver's Signature	
Approver's Signature		Date		Foreign Travel Approver's Signature	
				Date	