



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

Date _____

Name		M#		SEND BY DIRECT DEPOSIT* Employee/Student Only YES ☐ NO ☐ SIGN UP HERE * Direct Deposit is available for University Chart of Accounts Only; Check will be issued for reimbursement from Foundation Accounts.				
Department								
Destination				Fund	Organization	Account	Program	
Purpose of Trip				Travel Request # FINANCIAL SERVICES USE ONLY				
Dates of Travel 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				

*** Terms & Conditions ***

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 can be disbursed up to five working days 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

Date

Approver's Signature

Date

Foreign Travel Approver's Signature

Date