

Authorization For Advance Form Instructions:

This form is to request a travel advance. The form is to authorize the advance and confirm that if you do not turn in your travel reimbursement, the advance may be deducted from your pay. The amount of the advance, the date and signatures are all that are required for this form. You must, however attach the yellow copy of the Travel Authorization, as stated on the form. The form must be submitted at least 5 working days before the advance is required. Advances will be for 75% of estimated cash outlay. No advances will be made for less than \$30.00.

The form is on the following page:

SOUTHERN UTAH UNIVERSITY
AUTHORIZATION FOR ADVANCE
(Must be submitted at least 5 days before advance is required)

Date _____

864800-1635
Personal Account

TO: The Controller
Campus

I hereby request an advance of \$ _____ by _____
For the following purpose: (Date)

1. Travel of University Business. (Yellow copy of Travel Authorization must be attached.) I certify that the amount requested is not in excess of 75% of estimated cash outlay and does not include auto transportation. (No advance will be made for less than \$30.00.)

ADDITIONAL PAYEE CERTIFICATION AND AUTHORIZATION:

2. I hereby authorize the charge of this advance to my personal account.
3. I hereby certify that I am an employee of Southern Utah University
4. I hereby authorize the assignment of the amount of this advance or any part thereof from wages, reimbursement, or other compensation that may become due me from the University.
5. I understand that travel or other reimbursement forms supported by itemized and receipted invoices must be submitted at once when the trip or emergency is over and that the deduction authorized in (4) above will be applied if reimbursement form and full repayment of advance is delayed more than 10 days.

Signature _____

APPROVED

Amount: \$ _____

Accounts Payable Supervisor