

STONEHILL COLLEGE

Travel/Cash Advance Request and Reconciliation Form

Step #1 Request Advance

Step #1 Request Date: _____

Fill out top portion of this form & return to Accounts Payable with the appropriate signatures to receive advance.

* Refer to Hillcard number		
Requestor _____	Stonehill Employee ID* _____	Amount Requested _____
Purpose for Advance _____		
If for Travel:		
Destination: _____	Departure Date: _____	Return Date: _____
Requestor Signature _____	Budget Approver Signature _____	

Step #2 Reconcile Advance

Step #2 Reconciliation Date: _____

Once advance has been spent complete this section; attach receipts & submit completed form to Accounts Payable (no signatures required)

Fund	Org	Account	Activity	Business Purpose	Amount
Total Expense					
Less Advance					
Balance due College					
Balance due Employee					

Check Delivery Instructions: Mail to campus address

Hold for pickup Ext. _____

ACCOUNTS PAYABLE USE ONLY

DATE ____/____/____ INITIALS _____ VOUCHER# _____ REVIEW _____