

# 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
<b>Total Expense</b>					
<b>Less Advance</b>					
<b>Balance due College</b>					
<b>Balance due Employee</b>					

Check Delivery  Mail to campus address  
 Instructions:  Hold for pickup      Ext. \_\_\_\_\_

**ACCOUNTS PAYABLE USE ONLY**

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_      INITIALS \_\_\_\_\_      VOUCHER# \_\_\_\_\_      REVIEW \_\_\_\_\_