	RECEIVED CASH ADVANCE FROM BUSINESS OFFICE					
Clear Form	CALL WHEN CHECK IS READY	VENDOR#	DOCUMENT#			
	SEND EMAIL MESSAGE WHEN READY EMAIL	Fill out information of				
	SEND CHECK VIA COLLEGE MAIL TO:		his form &			
Swarthmore College	CHECK IF YOU DON'T WANT DIRECT DEPOSIT		highlighted areas on this side.			

Travel Advance/ Reimbursement Form

NAME

ADDRESS	Swarthmore	College
---------	------------	---------

DATE OF TRIP:

PURPOSE OF TRIP: -

Date	Description	Fund 11000	Org 2410	Actv	Travel 7201	Lodging 7202	Meals 7203	Reg 7204	Ent 7205	Misc. 7206	Other	Total
			1 1	Totals								
Business Office	cannot reimburse without	receipts.			L	<u> </u>			Less: 720	7-Advance	Amount	

(exception: bus) Please paperclip to the back of this form.

207-Advance Amount

+ Total Due Traveler/-Total Due College

FILL OUT THIS SIDE AS WELL AS HIGHLIGHTED AREAS ON OTHER SIDE.

Department of Educational Studies Travel Expense Information

Business Office cannot reimburse without receipts (exception is bus). Please paperclip to this form.

	Took Public Tr	ansportation	Bus			
I made	_ round trips a	t a cost of \$	per round trip. T	otal spent \$		
I went to			School			
During the 20	Fall	Spring	Semester			
Name			_ ID Number			
	Drove Automo	bile (Please attac	h map with mileage	figure.)		
I made	_ round trips. N	/lileage per round	trip Tot	al Mileage		
I went to			School			
During the 20	Fall	Spring	Semester			
Name			_ ID Number			