Clear Form

☐ RECEIVED CASH ADVANCE FROM BUSINESS OFFICE

☐ CALL WHEN CHECK IS READY _____

☐ SEND EMAIL MESSAGE WHEN READY EMAIL _____

☐ SEND CHECK VIA COLLEGE MAIL TO: _____

☐ CHECK IF YOU DON'T WANT DIRECT DEPOSIT

_____ VENDOR#

_____ DOCUMENT#

Swarthmore College
Travel Advance/ Reimbursement Form

NAME _____

ADDRESS _____

DATE OF TRIP: _____ PURPOSE OF TRIP: _____

Date	Description	Fund	Org	Actv	Travel 7201	Lodging 7202	Meals 7203	Reg 7204	Ent 7205	Misc. 7206	Other	Total
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
				Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
											Less: 7207-Advance Amount	
											+ Total Due Traveler/-Total Due College	0.00

_____ Date

_____ Traveler Signature (required)

_____ Approved Date

_____ Approved Signature

TRAVEL ADVANCES MUST BE ACCOUNTED FOR WITHIN 10 DAYS AFTER COMPLETION OF TRIP. ADVANCES NOT ACCOUNTED FOR WITHIN 120 DAYS WILL BE DEDUCTED FROM YOUR PAYCHECK.