 EMPLOYEE ADVANCE REQUEST

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date Submitted  |   | Date Required |   | Hold for Pick-Up? | [ ]  |  | Name & Home Mailing Address |
| Department |        | Phone # |        | Direct Deposit | [ ]  |  |        |
| Advance Amount $ |        | Departure Date |   | Return Date  |   |  |        |
| Reason for Travel/Expense |        |  |        |
| Destination – City/State/Country |        |  Employee # T |        |
|  |
| **I agree to UDM’s policy to deduct this advance from my paycheck if I do not provide documentation for the advance within 30 calendar days after completion of the travel/event**.  |
|  |  |  |
| Signature of Employee  | Date |  |
| FOAPAAA |       |      |      |      |       |  | Amount $ |  |        |  | Budget Approval |  |  |  |
| FOAPAAA |       |      |      |      |       |  | Amount $ |  |        |  | Budget Approval |  |  |  |
| FOAPA |       |      |      |      |       |  | Amount $ |  |        |  | Budget Approval |  |  |  |
| FOAPA |       |      |      |      |       |  | Amount $ |  |       |  | Budget Approval |  |  |  | A/P Approval |  |  |
|  |  |  |  |  |  |  |  |
| Signature of Employee  |  | Date |  | Signature Director/Manager/Dean/ VP/President |  | Date |  |

INSTRUCTIONS FOR COMPLETING AND RECONCILING THE EMPLOYEE ADVANCE REQUEST

1. Complete all sections of the form. Proper signature authorizations must be obtained before submitting to Procurement Services Department.
2. The Advance will only be processed as a direct deposit to the employee’s checking or savings bank account. The employee must have enrolled in “Direct Deposit for Reimbursement and Advance” through Titanconnect self-service. Even if enrolled for direct deposit for payroll, separate enrollment is required for reimbursement or advance.
3. Employees must reconcile an advance by submitting an Employee Expense & Travel Reimbursement form (EE&TR) within 30 calendar days of the date of the travel/event.
4. Deposit unused Advance funds at the Student Accounting Office. Attach the cash receipt to the EE&TR.
5. If your expenses exceeded the amount of the Advance, a completed EE&TR will refund the traveler.
6. Original receipts and any other supporting documentation are required and must be attached to the EE&TR.

Revised 12/11/14