**INSTRUCTIONS FOR COMPLETING AND RECONCILING THE EMPLOYEE ADVANCE REQUEST**

* Complete all sections of the form. Proper signature authorizations must be obtained before submitting to Procurement Services Department.
* 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 in direct deposit for payroll, separate enrollment is required for reimbursement or advance.
* 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.
* Deposit unused Advance funds at the Student Accounting Office. Attach the cash receipt to the EE&TR.
* If your expenses exceeded the amount of the Advance, a completed EE&TR will refund the traveler.
* Original receipts and any other supporting documentation are required and must be attached to the EE&TR.