



# INDIANA UNIVERSITY

OFFICE OF TRAVEL MANAGEMENT SERVICES

## INDIANA UNIVERSITY TRAVEL ADVANCE

**By signing this form below, the traveler understands and agrees to comply with the following:**

- An advance may be issued for a student traveler, student group travel, or foreign travel.
- The advance check is provided no more than 14 days before the trip begins.
- The advance amount will be limited to 80% of the estimated per diem and lodging expense, 80% of the trip limit, or an amount established by the fiscal officer, whichever is the least amount.
- The employee's Travel Reimbursement Request with supporting receipts/documentation must be submitted within 60 days of the trip return date.
- The excess amount of the travel advance must be returned to Travel Management Services, Poplars 613 (payable to Indiana University) within 60 days of when the expense was paid or incurred.
- If the advance is not substantiated or the excess amount returned with 60 days from the return date of the trip, the unpaid and/or unsubstantiated advance will be included in the traveler's income subject to tax withholding and employment taxes.

Name \_\_\_\_\_ Advance Amount \_\_\_\_\_

Employee ID or Net ID \_\_\_\_\_ Travel Dates \_\_\_\_\_

Trip ID # \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Trip Type (select one):  Student Traveler  Student Group Travel  
 Foreign Travel  Other

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

Preparer's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(please print name)