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)

Poplars 613 400 E. Seventh Street Bloomington, IN 47405-3085 (812) 855-2873 fax (812) 855-8866
Updated 1/14/14