**TRAVEL CASH ADVANCE REQUEST FORM**

*Please complete this form and upload it, along with the* ***Travel Cash Advance Agreement****, to Compass. If you have any questions, please contact Accounts Payable at:* [*credit.cards@emory.edu*](mailto:credit.cards@emory.edu)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ISSUE TRAVEL ADVANCE TO:** | | | | | | | | | |
| **DATE** | |  | | **APPROVED BY:** | | | | | |
| **NAME** | |  | | **SIGNATURE** | | |  | | |
| **EMPLOYEE ID #** | |  | | **PRINTED NAME** | | |  | | |
| ***Travel Cash Advances are issued to employees in the same manner as their Emory paychecks.*** | | | | | | | | | |
| **TRIP INFORMATION** | | | | | | | | | |
| **Date of Travel** | | **From:** |  | **To:** |  | | | |
| **Destination** | |  | | | | | | |
| Destination: | |  | | | | | | |
| Destination: | |  | | | | | | |
| **Purpose of Trip:** | |  | | | | | | | |
| **Reason for Advance** | |  | | | | | | *Check the applicable box to note the advance reason.* | |
|  | The employee is not eligible for a Corporate Credit Card. | | | | | | |
|  | The employee has applied for but not yet received the Corporate Credit Card. | | | | | | |
|  | The employee is traveling to a destination that might not accept corporate credit cards. | | | | | | |
|  | The employee does not have a personal credit card. | | | | | | |
| **PAYMENT INFORMATION** | | | | | | | | | |
| **Department No.** | |  | | | | | | |
| **Department Name** | |  | | | | | | |
| **Speed Type #** | |  | | | | | | |
| **AMOUNT REQUESTED** | | | | | | | | | |
|  | **Expense to be paid with the travel advance:** | | | | | **Estimated Amount** | | | |
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|  |  | | | | |  | | | |
|  | **TOTAL AMOUNT REQUESTED:** | | | | |  | | | |
| **SPECIAL INSTRUCTIONS OR COMMENTS** | | | | | | | | | |
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