



TRAVEL ADVANCE

TRAVEL MANAGEMENT SERVICES

- An advance check is provided no more than 14 days before the trip begins.
- Employee must submit the Travel Reimbursement Form with receipts attached within 60 days of returning from the trip.
- The excess amount of the travel advance should be returned to Travel Management Services, Poplars 120 (payable to Indiana University) within 120 days of when the expense was paid or incurred.
- If employee has not returned the excess amount or substantiated the expense, Indiana University will add the advance amount as income to the employee's W-2.

Name _____ Advance Amount _____

Employee ID or Net ID _____ Travel Dates _____

Purpose of Travel TINKER SUMMER RESEARCH

Traveler Signature _____ Date _____

Fiscal Officer Signature _____ Date _____

Preparer's Name RICHARD VALDEZ Phone # 5-9771
(please print name)

The advance will be used for Airfare/Hotel/Perdiem

Poplars 120
400 East Seventh Street
Bloomington, Indiana
47405-3085

812-855-2873
Fax: 812-855-8866