



Advances may be obtained for group travel, however, every effort should be made to arrange and pay lodging, airline, and other expenses by requisition and voucher to minimize the need for or amount of a travel advance.

Section 1: Traveler and Trip Information

Name		Baylor ID Number	
Destination		Department Number	
Purpose of Travel			
Departure Date	Return Date	Number of Participants*	
Email		Due Date**	
<i>*Please submit the list of participants with this form. **Date advance is available for reconciliation.</i>			

Section 2: Requested Amount of Advance

Expenses	# of Days	X	Rate* (\$)	X	# of Participants	=	Total (\$)		
Meals		x		x		=			
Lodging		x		x		=			
Transportation and Parking									
Other Expenses (list below)									
Total Advance Requested									
Other Expenses	<div></div>						<i>*If necessary, please include type and amount of foreign currency requested.</i>		
Form of Payment (Check one)		Check		Direct Deposit					

Section 3: Advance Acknowledgment and Agreement

PLEASE VERIFY ALL ITEMS BELOW AND SIGN:

I have included with the submission of this advance a list of participants.

I understand and confirm that a travel expense report will be promptly submitted with all the required supporting documentation within 30 days of the trip's return date.

I confirm that all of the above information is complete and accurate.

Signature	Date
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