



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		
*Please submit the list of participants with this form.		

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							
							<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