

Villanova University
Procurement Department Request for Advance
INSTRUCTION GUIDE

Section I:

1. Fill in Banner ID number, name of employee requesting the advance, the date, and the employee's department (leave the 'Advance Number' line blank).
2. Fill in the start and end dates of travel along with the total number of days the employee is traveling, as well as a brief explanation of why the employee is traveling and reason for the advance.

Example:

Banner ID: 01234567

Advance Number _____

Employee: Prof. John Doe

Date: 8/9/07

Department: Communications

Dates of Travel: From 9/15/07 To 9/23/07

Total Number of Days 8

Reason for Travel/Advance: Communications Symposium at Oxford University. Will be presenting a paper in addition to attending other lectures. Advance is for meals, transportation, and other misc. expenditures during the symposium.

Section II:

1. Check off the type of travel, fill in the total number of days, and the dollar amount.
2. Fill in the six-digit department index and four-digit account number to be charged, and the total dollar amount of the advance (leave the box marked 'Office Use Only' blank).

Example:

Reason for Cash Advance (please check one):

Domestic Travel: Days _____ X \$50.00/Day = \$ _____

International Travel: Days 8 X \$100.00/Day = \$ 800

Athletic Team Travel:

Days _____ X \$ _____/Day X _____ Travelers = \$ _____

Student Group Travel:

Days _____ X \$ _____/Day X _____ Travelers = \$ _____

Other (Prior approval from Controller's Office required): Total Amount = \$ _____

Office Use Only	Index / Account	Amount
	123456-7449	\$800.00

Total \$800.00

Section III:

1. The employee requesting the advance must sign and date the Request, as well as have it signed by the appropriate supervisor(s) before forwarding it to the Procurement Department. Failure to do so will result in a delay in payment.

Example:

I the undersigned verify the above statements to be true and correct, and that all expenditures are for Villanova University business purposes only.

Payee Signature _____ *John Doe* _____ Date: *8-9-07* _____

Approvals: All request for cash advances must be approved by the employee's supervisor

Supervisor's Name: _____ *Dr. Joseph Smith* _____ Date: *8/9/07* _____
Please Print

Supervisor's Signature: _____ *Joe Smith* _____ Title: *Chair, Communications* _____

Official Use Only:

Procurement Approval: _____ **Controllers Office:** _____

Payment will be made to the employee in the form of a check or direct deposit. Most Requests are entered into the Banner System within ten (10) days of being submitted to Procurement. Please be advised that this is an approximate time frame, and is subject to change.