



**MISSOURI STATE UNIVERSITY  
TRAVEL ADVANCE  
AND/OR  
FOREIGN AUTHORIZATION FORM**

Name		M#		Date	
Department			Fund	Org	Account
Destination			Travel Request #	FINANCIAL SERVICES USE ONLY	
Purpose of Trip					
Dates of Travel			# Making Trip		
From:		To:			
Manner of Transportation      ___ Car                      ___ Plane                      ___ Bus                      ___ Train					
Estimated Expenses		Specify Expenses			
Meals	\$	_____ @ \$ _____			
Transportation	\$	If Personal Car, _____ Miles @ Current rate			
Lodging	\$	_____ Nights @ \$ _____			
Other (Specify)	\$	_____			
Total	\$	_____			
Reimbursable Allowance	\$	<b>To be completed by approving administrator</b>			
CASH ADVANCE	\$	<b>MUST be completed to receive advance</b>			

**Terms & Conditions**

**All travel advances must comply with the following conditions or the advance may be taxable!**

Travel advances are posted to recipient's Accounts Receivable account and will remain until settled through filing an expense report and/or repaying any excess amount, if necessary.

Travel advances can be disbursed up to five working days prior to travel, unless the travel begins on a weekend or holiday in which case the funds would be advanced on the preceding business day. As a rare exception, the disbursement can be made more than 24 hours prior to the travel departure with the approval of the Financial Services. In no event can funds be advanced more than 30 days of when an expense is paid or incurred.

Travel Expenses should be substantiated with a completed travel expense report within **30 days after the completion of trip**. Adequate substantiation includes, but is not limited to, receipts, cancelled checks, or other documentation outlined in the Missouri State University Travel Policy. The substantiation should also include the date, time, place, amount, and business purpose of expense.

Note: Any excess amount not returned to the Bursar's office within 30 days after the completion of trip will incur finance charges. Failure to repay a cash advance within the stated period may result in loss of this courtesy.

**Any excess amount not returned to the Bursar's office within 120 days from the first day of the trip will be treated as wages.** Advances treated/included as wages, are subject to withholding and payroll taxes, and will be included on W-2 Forms.

Applicant's Signature	Date	Approver's Signature	Date
Approver's Signature	Date	Foreign Travel Approver's Signature	Date