

Claim #: _____



CASH ADVANCE CHECK EXPENSE REPORT

Name: _____ Check Amount: \$ _____

Destination: _____ Org # _____

Cash Receipts:
Must obtain all receipts

Lodging: \$ _____

Meals: \$ _____

Transportation: \$ _____

Misc.: \$ _____

GRAND TOTAL \$ _____

Cash Returned to Bursar Counter: \$ _____

Receipt must be included in packet
Detail Code: _____

Itemized receipts must be provided. Please tape all receipts to an 8 ½ x 11 sheet of paper according to transaction date. More than 1 receipt can be taped to a sheet of paper. Please do not fold the receipts or tape over any receipt totals. All foreign cash receipts must be converted into US dollars and noted on the receipt. Any remaining cash will be deposited at the Bursar counter using the detail code listed above and a receipt included in this packet.

Does the reconciled amount match the check total? Yes No

Check Payee Signature: _____ Date: _____

Reviewed By: _____ Date: _____