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: ____________________