

**Macalester College**  
**TRAVEL/CASH ADVANCE REQUEST**

For Accounting Use Only  
(100000- -141003)

Date Requested \_\_\_\_\_

Date Needed \_\_\_\_\_

**FOAPAL**

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Fund                      Organization                      Account                      Prog    Activity                      Location

Pay to: \_\_\_\_\_  
(Legal Name)

Amount \_\_\_\_\_

Employee ID #: \_\_\_\_\_

\*Student ID# \_\_\_\_\_

Requested by: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Approved by: \_\_\_\_\_

Department \_\_\_\_\_

*Detailed Explanation:*

Date Leaving \_\_\_\_\_                      Date Returning \_\_\_\_\_

I will submit a completed expense report with original receipts within two weeks of returning.  
All travel advances must be returned to the Accounts Payable Office on a completed Travel Expense Report.

**Distribution Selection:**

Campus Mail

Hold in Accts Payable

C/O \_\_\_\_\_

Other

Dept. \_\_\_\_\_

**\*Advance to student must meet the following additional guideline:**

- The advance is sponsored by a College Department
- The sponsoring Department agrees that they will monitor and collect the report from the student within two (2) weeks of travel completion. The department budget will be charged if the student does not report.
- The student signs a Travel Advance Promissory Note with Business Services, stating that the amount may be added to their Student Account if they do not report their expenses within two (2) weeks of travel completion. (This is in lieu of the IRS W-2 reporting requirement for employees who do not report on their advances)
- Student Travel Advance check must be picked up and Promissory Note signed in room 301 of 77 Macalester, during regular business hours.