

I. CHECK PREPARATION INFORMATION

Amount Requested: _____
 Make Check Payable To: _____
 Event Date: _____ Return Date (if applicable): _____

II. REQUESTOR INFORMATION *(Advances may only be requested by TU Faculty/Staff. Travel advances must be requested through the Tiger Travel system.)*

Requestor's Name: _____ Requestor's E-mail: _____
 TU Emp ID# _____ Please also notify by email: _____


III. SUPPORTING DETAIL TO AMOUNT REQUESTED

Is Requestor or beneficiary of this payment a U.S. Citizen or Permanent Resident Alien

Briefly list business purpose of advance request:

IV. REQUESTOR RESPONSIBILITY: I, the Requestor, acknowledge and accept this advance knowing it is my responsibility to return in equal amount in cash, personal check or original receipts. Returned personal checks may subject to a \$50.00 service charge. Receipts must be in accordance with Towson University and University System of Maryland Policy & Procedures. **Travel Advance Settlements are due five (5) business days after RETURN DATE.**

Important: Failure to settle with the University for this Working Fund advance by the due date may result in the debt being referred to the Bursar's Office for collection, and if necessary, transfer to the State's Central Collection Unit.

 **REQUESTOR SIGNATURE:** _____ **DATE:** _____

V. DEPARTMENT OR GRANT INFORMATION *(Department is not charged until a Miscellaneous Expense Voucher is submitted.)*

Dept or Grant #: _____ Dept. or Grant Name: _____

 **Authorized Budget Signature:** _____ **DATE:** _____

VI. ADVANCE CHECK PROCESSING INFORMATION *(For Working Fund Custodian use only.)*


NRA? _____ ABS? _____ W9? _____ TUEe-m? _____ Check Preparation Due Date: _____

WF Writer: _____ Adv Type: _____ Actual Check Date: _____ Settlement Due Date: _____

VII. REQUESTOR/COURIER ADVANCE PICK UP

(Must be TU Employee. Please show TU ID)

I acknowledge receipt of Check # _____ Amount \$ _____

 **Signature:** _____ **Date:** _____

VIII. RECEIPT INFORMATION

(When monies returned in full.)

Rec# _____

Amount: _____

Date: _____