

**University of Pennsylvania**  
**Office of the Comptroller**  
**TRAVEL OR ENTERTAINMENT ADVANCE REQUEST**

Date \_\_\_\_\_

Payee Designations and required supporting documentation  Faculty/Staff

**Non US Citizen**  Visiting Non Resident Alien  Penn Student \*\* (FNIP\*, copy of passport, visa, I-94 card)

**US Citizen**  Non-employee / Other (in new vendor, attach W-9 w/ soc sec #)  Penn Student \*\*

(\*\*All students must complete a Statement of Business Connection form)

Check here if non-employee is a government official

**PAYEE INFORMATION**

LAST	FIRST	M.I	PENN ID #
CAMPUS ADDRESS			VENDOR#
BUSINESS PURPOSE OF TRIP OR EVENT			EMAIL ADDRESS
DESTINATION	BEGINNING DATE OF TRIP OR EVENT *	ENDING DATE OF TRIP OR EVENT **	

\* Advances that arrive for processing after the **Beginning Date** of the trip will be returned.  
 \*\* Advances will only be issued for periods not to exceed 3 months.  
**Note:** Advances should be accounted for within 10 days of the Ending Date. If I fail to account for or reimburse the University for all monies advanced to me within 120 days from the above ending date, I expressly authorize the University to declare this advance as taxable income (faculty/staff) or charge my bursar bill (student) at such times as the University deems appropriate.

**SIGNATURE OF PAYEE:**

**Cash Advance** A cash advance request must be \$200 or less to be brought over to the window at Room 308, Franklin Building between 11AM & 3PM. Should be requested no more than 5 days prior to date of travel or event.

\$ \_\_\_\_\_

**Check Advance** Must be submitted no more than one month and no less than 10 days prior to date of trip or event to allow for check delivery through Intramural Mail. "Will Call" requests will only be processed in the cases of emergencies and at the discretion of the Central Processing Organization.

**What type of expenses will this Advance cover?**

**Advance of Funds for anticipated out-of-pocket expenses prior to trip or event** (provide breakdown to support request) \$ \_\_\_\_\_

**International Project / Program Funds** (Use Object Code 5212) (These funds support the mission of the project and must be accounted for in the same manner as other Travel Advances). \$ \_\_\_\_\_

**Other (please explain)(attach copies of Travel Awards, if applicable)** \$ \_\_\_\_\_

**TOTAL ADVANCE** \$ \_\_\_\_\_

**ACCOUNTING INFORMATION**  Federal Grant  Non-Federal Grant

Tracking# Assigned when Processed	Amount	26 Digit-Account Number (# of digits in each segment)						
		CNAC (3)	ORG (4)	BC (1)	FUND (6) *	OBJ (4)	PROG (4)	CREG (4)
<b>Total Amount:</b>		*If requesting an Advance for international travel on a grant or contract (5 ledger) or for entertainment-related events, the advance must be approved by <i>Research Services</i> prior to being processed.						<b>Auditor Approval</b>

**APPROVAL SECTION** Advance requests must have a copy of an Advance Justification (C-7A) Form attached

EMBOSSED BY TAC HOLDER	SIGNATURE OF TRANSACTION AUTHORIZATION CARD (TAC) HOLDER *			
	SIGNATURE OF HIGHER LEVEL APPROVER *			
	SIGNATURE OF HEAD OF SCHOOL OR CENTER * (OR DESIGNATED REPRESENTATIVE) when required			
DEPARTMENT NAME	DEPARTMENT ADDRESS	MAIL CODE	TELEPHONE	
COMPTROLLER'S AUTHORIZATION	PAYEE SIGNED AT CASHIER'S WINDOW			