ADVANCE CLEARING FORM

Before submitting the Advance clearing form, please adhere to the following:
1. FOR EMPLOYEE TRAVEL: Complete an expense report, attaching program/agenda if applicable.
2. FOR STUDENT/GROUP TRAVEL: Attach a list of all student participants
3. Secure all receipt to a blank sheet of paper (by taping the receipts neatly)
4. Provide a receipt tape for expenses
Note: Meal allowances can be claimed up to the maximum per diem amount by meal, per day.

NAME ___________________________  DEPARTMENT___________________________

SIGNATURE_________________________  DATE____________________________

NAME OF EVENT____________________  DATE(S) OF EVENT____________________

VOUCHER #_________________________

Amount of Advance __________
Amount of Expenses __________
Amount Returned __________

Expenditure Break-Down
Meal Total_________________________  Check Number ______________
Lodging Total_______________________
Gas Total___________________________
Other (Specify) _____________________  Check Amount ______________
_________________________________
_________________________________
_________________________________
For STUDENT/GROUP/MISCELLANEOUS:
_________________________________
From SSU: Date_________ Time________
Back to SSU: Date_________ Time________
# of Students: ___________ # of Staff: ______

FOR OFFICE USE ONLY:
Route Employee (Account 132300) to Campus Travel Coordinator; Others (Accounts 132400 & 132900) to AP

ADVANCE AMOUNT __________

SPEEDTYPE __________

TOTAL OF RECEIPTS __________

AUDIT REVIEWER INITIALS ______

AMOUNT RETURNED __________

Please return any unused funds to the following:

Detail Code __________
Account _________ Fund _________
Project/Grant _________

BURSAR OFFICE ONLY:
Receipt #: ___________ Initial: ________