

PURPOSE OF THIS FORM

Use this form to request an advance from the University's Working Fund Office. Advance requests for amounts exceeding \$999 require one-week notice to process.

HOW TO COMPLETE THIS FORM

Name of Requester:	Name of TU employee that will be using the Working Fund advance. For travel advances this must be the name of the traveler.
Employee ID Number:	EmplID number of the requester (used to verify employment).
Type of Travel:	Indicate Individual, Team, Recruiting, or Group
Telephone Extension:	Requester's campus telephone number.
Amount Requested:	Amount of advance requested.
Date Check Required:	Date that the check should be printed and ready for pick up.
Department:	Requester's department name.
Dept or Grant#:	Enter the department or grant to which the expense is to be charged.
Contact Name	Name of individual to be contacted when the advance check is ready for pick up.
Contact Method	Indicate method of contact: provide telephone number <u>or</u> e-mail address.
Travel Destination:	Complete if advance is for travel - Enter destination, departure date, and return date.
Employee/Citizen:	Indicate whether Employee, Student, US Citizen
Make Check Payable To:	Person or business to which the Working Fund check should be made payable.
Reason for Advance:	Provide reason/purpose of requested advance.

REQUIRED SIGNATURES

Signature of Requester:	Signature of the employee that is requesting Working Fund advance check. For travel advances, this must be the name of the traveler.
Authorized Budget Signature:	This signature, that documents approval of an advance request, is not required on the advance request form related to business travel if a properly signed Travel Authorization Form is on file.

NOTE: Travel Authorization Form must be on file before overnight travel advances can be processed by Working Fund.