

Working Fund Advance Request Form



Rev. 07/2008

Name of Requester: _____ Employee ID# _____

Type of Travel: Individual Team Recruiting Group Telephone Extension: _____

Amount Requested: \$ _____ Date Check Required: _____

Department Name: _____ Department or Grant #: _____

Contact Name: _____ How should we contact you? Select one:

Telephone: _____ E-mail: _____

Travel Destination: _____ Date of Departure: _____ Date of Return: _____

Is Requester a Towson University Employee? Yes No TU Student? Yes No

Is the Requester or beneficiary of this payment a U.S. Citizen or Permanent Resident Alien? Yes No
If No, provide Requester email address: _____

Make Check Payable to: _____

Reason for Advance:

I, the Requester, acknowledge and accept this advance knowing it is my responsibility to return an equal amount in cash, personal check or original receipts. Returned checks may be subject to a 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.
General Advances must be settled within ten (10) business days.**

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.

Signature of Requester Date

Authorized Budget Signature

Office Use Only:

I acknowledge receipt of Advance Check # _____ Amount \$ _____

Advance Type _____ Check Date: _____ Settlement Due Date: _____

Signature Date