



Advance Form

Expense advances may be requested by UD employees for anticipated cash expenditures to be incurred on behalf of the University. Travel expenses, athletics meal money, and event expenses paid in cash are the primary uses for the Advance Form. Advances for \$200.00 or less will be paid in cash in the Business Office, over \$200.00 will be paid by check. Please allow for the check's processing time: it will be ready on Friday the week *after* the form is submitted to the Business Office. An Expense Reimbursement or a Per Diem form must be completed and submitted within 30 days of the travel or event. Any advance not substantiated on an Expense Reimbursement form or a Per Diem form within 60 days of the date issued will be added to the Requestor's income and taxed at the appropriate withholding tax rate as required by IRS Accountability Plan Rules. Unused cash must be returned to the Bursar's office within one week.

Please complete the entire form:

1. Organization or Department requesting the Advance
2. Amount of the Advance in US Dollars
3. The Purpose or reason for the Advance.
4. Choose from the drop-down menu:
 - Cash Out (under \$200)
 - Hold for pick-up in Business Office
 - Mail check to Address Listed
5. The name of the UD employee receiving the Advance. Checks will be made payable to this individual.
6. And their UD ID number.
- 7 – 10. Their mailing address if the check is to be mailed.
11. The date the form is completed
12. Print the name and
13. the phone extension of the preparer of the form,
14. and the name of the budget manager who must approve the advance.

The preparer of the form and the Budget Manager must then sign the form. It must be approved by the Business Office before the Advance can be paid.