



# Euro Advance/Return Form

**UNIVERSITY OF DALLAS**

1845 East Northgate Drive  
Irving, TX 75062-4799

Name/Address	
Organization Name:	

Purpose/Benefit to UD:	Disposition:
	<p>Issued Euros</p> <p>Returned Euros</p>
Requestor's Name:	UD ID Number:
Requestor's Address:	

Euro Accounting					
Euro Advance Flat Rate: 1.15	Fund	Account	Dollar Equivalence (Debit)	Account	Dollar Equivalence (Credit)
Issued Euro	111001	13211		11222	
Returned Euro	111001	11222		13211	

**Advances must be reconciled and reported to the Business Office -- Accounting within 30 days of issue. Original receipts, invoices, and unspent cash must be presented to support uses of cash on the University of Dallas Expense Reimbursement Form. Any advance that is not substantiated on an Expense Reimbursement Form within 60 days of the issue date will be added to the employee's income and taxed at the appropriate withholding tax rate as required by IRS Accountability Plan Rules. Expense Advancements may be requested for anticipated cash expenditures to be incurred on behalf of the University for official activities. No University funds may be advanced for personal reasons. Do not use this form for a payroll advances.**

Verification of Advance/Return			
Requestor Signed:	Date:	UD Extension:	Budget Supervisor Signed:
Issued Euros	Euro Received By:	Date:	Business Office Approval:
Returned Euros	Euro Return Received By:	Date:	Euro Return Amount:

Business Office Use Only	
JE Prepared by:	
JE Approved by:	
JE #:	
Posting Date	
Entered by:	