

CASH ADVANCE Summary Travel Expense Log

Name : Place(s) : (This sheet is for recording lump sum totals taken from the I					This form used for Actual expenses, do not use for Per Diem. If summarizing a Daily sheet or envelope, use one line per day. If summarizing Category envelopes, use the first line for all.								
Date	Airfare 730001		Equipment Repairs 710161		Ground	egory sheets Instr. Supplies 701001	Lodging 730031	Meals 730041	Office Supplies 701051	Postage 705001	Prof. Fees 707011	Telephone 703001	Other
Totals													
Fund	Organization Account		Program		Activity \$			Total of Expenses					
				·		\$ \$ \$ \$ \$			Total Cash Advance Difference to return or be reimbursed				

I certify that the amounts charged are reasonable, correct and represent expenditures that I am authorized to charge. These charges are in conjunction with the performance of my duties as a representative of The Colorado College.

I have reviewed the charges associated with this advance and to the best of my ability to determine so, I believe these charges to be reasonable, correct, and related to college business.

Signature		Signature	
	(person who took the advance)		(reviewer)
		Additional Notes	
		Travel / Cash Advance Instr	ructions

When you have completed your trip (or funds have been spent) please complete the Travel / Cash Advance Form and return it to the Business Office. Remember to enclose receipts in envelope provided for all expenditures. You are personally responsible for a cash advance until the report form is completed and turned in. **Absolutely NO travel / cash advances will be given until ALL prior advances are accounted for.**

Please remember than an account is not charged until the advance form is received by the Business Office. If you receive an advance during the fiscal year and do not report on it until the next fiscal year, the expenditures will impact the next year's budget, not the current year's budget.