



# Travel Pre-Approval and Cash Advance Request

This form is to be completed by all members of the faculty and staff who are traveling outside of the Tampa Bay area and who are to be in part or wholly reimbursed by Stetson University College of Law. It must be submitted and approved prior to travel, or your expenses may not be reimbursed.

<b>Name:</b>	<b>Purpose:</b>		
<b>Employee ID#</b>	<b>Budget Manager Approval:</b>		
<b>Signature:</b>	<b>Associate Dean's Approval: (\$1001-\$3000)</b>		
<b>Dates of Travel:</b>	<b>Dean's Approval: (over \$3000)</b>		
<b>Destination:</b>	<b>FUND#</b>	<b>ORG#</b>	<b>PROG#</b>

Estimated Travel Expenses	Self-Pay	Stetson Law CC (Prepaid)	Cash Advance Request
<b>Air:</b> (attach coach reservation estimate)			
<b>Personal Auto:</b> (miles @ .70¢) <a href="#">Get Driving Directions, Live Traffic &amp; Road Conditions - MapQuest</a>			
<b>Other:</b> (rental car, rail, etc) (attach reservation estimate)			
<b>Lodging:</b> (attach reservation estimate)			
<b>Meals:</b> (attach per diem) <a href="https://www.gsa.gov/travel-resources">https://www.gsa.gov/travel-resources</a>			
<b>Registration Fees:</b>			
<b>Incidentals:</b> (parking, toll, taxis, internet)			
<b>TOTAL ESTIMATED EXPENSES &amp; CASH ADVANCES REQUEST</b>			

**Policy Reminders:** Travel Expense Reports and Cash Advances must be accounted for and submitted within 30days after the end of the trip, except for travel in June must be submitted by July 15. Please include this form with the Expense Report. Additional information can be found in the Travel and Business Expense Policy

**Traveler's Certificate:** *I certify that all statements made hereon are true, that the travel is for Stetson University College of Law business, and traveling by personal car, I carry auto liability insurance.*

**Signature:**

**Date:**