



SEATTLE UNIVERSITY TRAVEL ADVANCE REQUEST

A travel advance is used to provide an employee with funds to pay for estimated **future** travel expenses which the traveler has not paid. Travel expenses which you have paid in advance of travel, such as airfare and most conference fees, should be submitted for payment using a check request form or a completed and approved Travel Expense Report Form. We strongly advise that the traveler have the University pay for travel expenses such as hotel and conference fees directly. For a travel advance, funds are taken from the appropriate University account and direct deposited to the employee. Travel advances may be issued only to active University employees and will not be issued to an employee who has a travel advance outstanding. For more information regarding travel advances, see the University's Business & Travel Expense Policy located at <http://www.seattleu.edu/policies> and the Internal Revenue Service (IRS) Publication 535, Business Expenses at <http://www.irs.gov/publications/p535>.

To ensure efficient processing of your advance, please adhere to the following key policies:

- Submit this Travel Advance Request Form a minimum of **five (5) business days** prior to the first day of travel for which you are requesting this advance.
- Travel advances will not be released any earlier than **five (5) business days** prior to travel.
- As stipulated by the IRS, you must give documentary evidence of your business expenses. This evidence should be substantiated by **original itemized receipts** which you shall attach to your travel advance reconciliation. Any advance that is not properly reconciled to your actual expenditures on a timely basis will be included as income to you on your annual Form W-2. These funds would then be subject to income tax withholding, social security, Medicare, and federal unemployment taxes. The Travel Expense Report Form is available through the Accounts Payable department and can be found on the Controller's Office website at <http://www.seattleu.edu/controllers-office/travel/travel-entertainment-expenses>
- **Travel advances must be reconciled to actual expenditures within ten (10) business days following the last day of travel to mitigate potential taxation of the advance.** Please submit a completed and approved Travel Expense Report Form to the Accounts Payable department in Controller's Office (OBRN 200) within ten (10) business days.

Should you have any questions or concerns, please contact Accounts Payable at (206) 296-5499.

Name: _____
(Print) (Signature)

SU ID # _____

*DESTINATION AND PURPOSE OF TRAVEL:
(Include names of attendees if advance is for more than one person)*

Departure Date: _____ Return Date: _____

Travel Account	Date(s) Needed	Estimated \$ Per Day	Number of Days	Total Est. \$/Day × No. of Days
Lodging (61502)				
Meals (61503): Choose either - Per diem of \$35 per day - Estimated \$/day for actual meals				
Transportation (61504) Includes expenses for rental cars, taxi service, parking, bus fare, etc.				
Other (61505) Describe: _____ _____				
Conference Fees (61506)				
			TOTAL:	

Budget Number: ___ - _____

Approving Supervisor:

 Name (Print)

 Department

 Name (Signature)

 Date

Additional Comments:
