

# Business Office Advance Form for Use of Faculty Travel Funds

*(Submit to Academic Dean's Office at least 3 weeks prior to travel)*

Faculty Member \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Account #: 11 4185 2095 Date Needed: \_\_\_\_\_

Campus Box #: \_\_\_\_\_ Campus Phone #: \_\_\_\_\_

.....  
Travel Planned (includes dates, location & nature of conference): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The way in which this trip will enhance your teaching or academic scholarship at Jamestown College? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Expenses:

Travel \_\_\_\_\_

Lodging \_\_\_\_\_

Food \_\_\_\_\_

Registration \_\_\_\_\_

Other (specify) \_\_\_\_\_

**Total** \_\_\_\_\_

Upon approval:

\_\_\_\_ Please process a check for my cash advance and I will turn in my expenses upon my return.

\_\_\_\_ I do not need a cash advance, but will turn in my expenses upon my return.

Approval:

\_\_\_\_\_  
Academic Dean Date

Approval:

\_\_\_\_\_  
VP - Business Affairs Date