

Note: Allow five to seven business days for payment processing.

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_

- Employees with direct deposit will receive payment via direct deposit. Otherwise, a check will be issued for pick up at the University Cashier's Office.
- Students will be issued a check for pick up at the University Cashier's Office.

Employment/Student Status	
Check appropriate box below:	
<input type="checkbox"/>	Non-exempt (Biweekly-UB)
<input type="checkbox"/>	Exempt (Monthly-UM)
<input type="checkbox"/>	Non-Comp (MWE-UA)
<input checked="" type="checkbox"/>	Registered Student

Make sure you mark here!

DESCRIPTION

Date of Departure: \_\_\_\_\_  
(Month, Day, Year)

Date of Return: \_\_\_\_\_  
(Month, Day, Year)

Destination: \_\_\_\_\_  
(City, State, Country) If multiple, list main visit city

Purpose of Travel/Advance Request: \_\_\_\_\_

If this request is being made more than two weeks prior to the departure date, please indicate why: \_\_\_\_\_

Cost Object to be charged: **Use the same PI code from the application**

Amount Requested:

Employee (Code 1001000 141201) \$ \_\_\_\_\_

Student (Code 1001000 203002) \$ \_\_\_\_\_

I understand that this advance is a loan to me so that I do not have to use personal funds for expenses incurred in conducting official Duke business. I also understand that I must file the required travel expense report within thirty days upon my return. If this advance is not cleared within the required time, I authorize Employee Travel & Reimbursement to deduct any uncleared portion from my next pay check.

Signed: \_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_   
Print Requestor's Name

\_\_\_\_\_   
Requestor's Duke Unique ID #

Approved by: \_\_\_\_\_   
Printed Name and Title

\_\_\_\_\_   
Requestor's Work Telephone #

\_\_\_\_\_   
Signature

\_\_\_\_\_   
Department