

# CUE TRAVEL EXPENSE ADVANCE REQUEST

*IMPORTANT, PLEASE READ: This form enables you to obtain an expense advance for CUE business expenses. Use this form when you are engaged in approved CUE business and you expect to incur expenses for which you can be reimbursed. Expense advances are to be used for pre-approved CUE business only.*

## Instructions:

Ten working days before your day of expense, complete the information below and submit the form to the person responsible for authorizing the advance. Once the form is approved by signature, submit the form to the bookkeeper (see address below) who will prepare a check for the amount of the advance. Please allow 5-7 working days before your check is mailed to you.

Requestor's Name Erin Example Daytime phone ( 816 ) 555-1234

Mailing address 1010 Main Street CAMPUS UC Merced

City Hometown State CA Zip 99999

Date of Event 1/20-22/07 Name of Event Bargaining Location Hollywood

**Please estimate your advance by types of expense \*\*Please check funding source\*\***

    Local     State X Bargaining

	Requested Advance
Air/Train/Rental car	\$ 276.40
Lodging	\$ 4.00
Meals	\$ 60.00
Parking/Tolls	\$
Shuttle/Taxi/Bus	\$ 20.00
Registration fee	\$
Other (Explain)   Supplies for Bargaining Team	\$ 40.00

**TOTAL TRAVEL ADVANCE REQUEST: \$ 400.40**

## Authorization

I certify that this advance request is for CUE business expense purposes. If my advance is not cleared with the submission of an expense report within 60 days of advance issuance, I authorize the Coalition of University Employees to treat the advance as a debt and take appropriate action. I understand that no further advances or reimbursements will be processed until this advance is cleared completely.

Signature signature Date 10/5/06

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_

(Only local Expense Requests require 2 authorizing signatures)

Return completed form to:  
CUE Bookkeeper  
2855 Telegraph Ave, Suite #302  
Berkeley, CA 94705