

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 _____ Daytime phone (_____) _____

Mailing address _____ CAMPUS _____

City _____ State _____ Zip _____

Date of Event _____ Name of Event _____ Location _____

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

	<u>Local</u>	<u>State</u>	<u>Bargaining</u>	Requested Advance
Air/Train/Rental car				\$
Lodging				\$
Meals				\$
Parking/Tolls				\$
Shuttle/Taxi/Bus				\$
Registration fee				\$
Other (Explain)				\$

TOTAL TRAVEL ADVANCE REQUEST: \$ _____

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 _____ Date _____

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