



# REQUEST FOR EARLY REIMBURSEMENT OF TRAVEL EXPENSES



I am requesting authorization to be reimbursed (via T & B) for purchasing the following in advance of my upcoming trip:

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The purchase date is so far in advance of the actual event that reimbursement only after travel is completed would require the expenditure of personal funds without repayment for a lengthy period of time.

The reason for requesting this exception to University *Policy 05-07-01* (pp.5-6) concerning the maximum amount of a travel advance and the requirement for receiving reimbursement only after the completion of a trip is as follows:

- A purchase and/or deposit in advance is a requirement of the activity I am attending.
- A purchase considerably in advance of use will result in significant savings for the University.
- Other \_\_\_\_\_

Should any of the reimbursed expenditures be refunded due to a cancellation or any other reason, I agree to return the amount (s) refunded in full to the University as soon as I receive them. I understand that a failure to do so will be considered theft of University funds and subject me to disciplinary action.

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Name	Signature	Date
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Approved by Senior Staff Member/Vice President for Academic Affairs

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Name	Signature	Date
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Approved by the Vice President for Business Affairs

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Name	Signature	Date
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**Note: only after the Vice President for Business Affairs has approved this form and returned a copy to the requester may a purchase be made.**

Distribution:

- Original to Director of Accounts Payable
- Copy to Requester
- Copy to Senior Staff member who approved the form