Advance and expenses

The Form for Advance and Expenses is used when requesting funds for expenditures which cannot be itemized at the time of the request. (i.e., travel for seminars, meetings, etc.)

1. **Part I** is to be completed for the initial request, approved by the Department Head, and the white copy submitted to the Accounts Payable Office by noon on Wednesday in order to receive a check by Friday afternoon.

2. **Part II** is to be completed promptly upon return from travel or when expended, approved by the Department Head, the pink copy (with attached receipts) should be submitted to the Cashier’s Office if the advance was not entirely used or returned to the Accounts Payable Office if additional funds are to be reimbursed.

3. **Part III** is proper descriptions for travel include the destination, number of miles, and rate per mile.

4. Tour groups completing Asbury College Daily Cash Reports for the Accounting Office do not need to return the pink copy of the Form for Advance and Expenses.

5. Additional advance requests will not be released for payment until complete documentation for prior advances has been received. An individual may not have more than one expense open at anytime.

Employees are not permitted to authorize a payment to themselves.

(Sample of the Form for Advance and Expenses is found the next page.)
ASBURY COLLEGE, WILMORE, KENTUCKY 40390
OFFICE OF BUSINESS AFFAIRS
FORM FOR ADVANCE AND EXPENSES

Payable to (Name)_______________________________________________________________________________________________

Amount requested $____________________ Date required _________________ Purpose______________________________________

INSTRUCTIONS – PART I is to be completed at the initial request for advance, approved by the department head, and the
WHITE COPY submitted to Accounts Payable for payment by WEDNESDAY noon. Checks normally are issued each Friday.

PART II is to be completed promptly after monies are expended, approved by the department head, and the PINK COPY submit-
ted to The Cashier’s Office. ATTACH ALL PAID RECEIPTS TO THE PINK COPY.

PART I – ADVANCE REQUEST (Department head complete [A] and [B] below)

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>VENDOR NO</th>
<th>DESCRIPTION</th>
<th>AMOUNT (65-72)</th>
<th>DEPT. APPROVAL</th>
<th>ACCOUNTS PAYABLE</th>
<th>BUS. MGR CONTRLR</th>
</tr>
</thead>
<tbody>
<tr>
<td>[A]</td>
<td></td>
<td>ADVANCE</td>
<td>[B]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART II – EXPENSE VOUCHER (Department head complete [C] and [D] below)

<table>
<thead>
<tr>
<th>DATE</th>
<th>LODGING</th>
<th>MEALS</th>
<th>TRANSPORTATION (explain below)</th>
<th>PARKING &amp; TOLLS</th>
<th>TIPS</th>
<th>OTHER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
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<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

EXPLANATION OF ABOVE
TRANSPORTATION
______________________ mileage @ ____________________________¢ per mile ____________ $ ____________

Make & Model of Car ________________________ __________________
Other (describe) ______________________________ __________________

TOTAL EXPENSES ____________ $ __________________________
Amount Advanced ____________ $ __________________________
Less Total Expenses __________________________
Amount due College to be deposited with cashier __________________________
Amount due individual __________________________

PART II – EXPENSE VOUCHER (Department head complete [C] and [D] below)

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
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</table>

Revised 10/02