



Return of Funds from Student Travel Advance

EMPLOYEE INFORMATION

Name: _____ Date(s) of Travel: _____
 Department: _____

Items to be turned in to Cashier/Accounts Receivable

- Copy of check stub (original preferable)
- Copy of travel request (with account numbers)
- Copy of sign in sheet
- Original receipts that coincide with travel date

To be completed by Employee

\$ _____ Amount of check received
 \$ _____ Total amount expended on approved travel
 \$ _____ Amount due back to College Employee
 _____ Date of Check
 _____ Check Number
 _____ Account number to receipt funds (same as on travel request form)

To be completed by Cashier/Accounts Receivable

Travel reconciled with required documents attached Date: _____
 _____ Receipt Number

Signature

 _____ Employee
 _____ Cashier/Accounts Receivable

Notes:

