

## Travel Expense Advance

To ensure that travel expenses represent optimal use of Café Reconcile's resources, all travel should be authorized, in advance, by the employee's manager or supervisor. Unauthorized trips and expenses will not be reimbursed.

**Employee Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

By signing this document, you are requesting receipt of \$\_\_\_\_\_ in advance of trip departure, which is to be used to cover trip expenses as approved by your manager or supervisor.

### Trip Details:

Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

### Expense Statements:

Upon approval, an advance will be issued, along with a Travel Expense Statement. This statement must be completed in a timely manner (no longer than 10 days upon returning from the trip.) This itemized statement will list all expenses incurred while traveling for which the travel advance was used. Supporting documentation and receipts must accompany each expense listed on this statement. You will be personally responsible for covering the cost of any expense that is not supported by an accompanying receipt.

### Reconciliation:

Upon completion and submission of the travel expense statement, Accounting Department staff will review the expenses listed and the accompanying documentation. At this time, you will be contacted if an additional reimbursement will be issued to you if your expenses exceeded the advance, or if unused portions of the advance are owed back to the Reconcile.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_