

SIMPSON COLLEGE

TRAVEL ADVANCE/REIMBURSEMENT REQUEST

Check one: I am requesting an Advance _____

I am submitting documentation for my Advance and/or requesting Reimbursement _____

Name _____

Destination _____

Trip dates _____ to _____

Level of participation _____
(attende, presenter, etc.)

Purpose _____

NOTE: A copy of all receipts which are normally received must be attached to this request for reimbursement and/or advance to meet IRS requirements.

Date	Itinerary/Location	Transportation		Lodging	Meals	Other		Total
		Miles or item	Amount			Item	Amount	
			\$	\$	\$		\$	\$

Total expenses	\$
Less: Advance received, if applicable	\$
Balance due employee (Simpson)	\$

I certify that these expenditures are correct:

Signed _____ Date: _____

Supervisor name _____

Supervisor signature _____ Date: _____

Account Code	Amount
- -	\$
- -	\$
- -	\$