



Request & Justification for Cash Advance

Name of Recipient:	<input type="text"/>
Recipient BSUID#:	<input type="text"/>
Amount Requested:	<input type="text"/>
TRAVEL ONLY Pre-Approval (PA)#:	<input type="text"/>

Justification for Advance/Purpose of Funds (provide detailed description; include budget/calculation of amount):

CERTIFICATION: I understand that the cash advanced to me by Ball State University is intended to defray expenses reasonably expected to be incurred while I am either in travel status (if advance is travel-related) or while I am performing duties related to the purpose for which the advance is requested. I agree to settle this cash advance by filing the appropriate documents to substantiate expenses incurred and return any excess funds advanced within 30 days from the business travel end date or conclusion of business purpose.

I understand that if the expenses are not substantiated and excess funds are not returned in accordance with the University Expense Reimbursements Accountable Plan, the amount of the cash advanced to me will become taxable income reported to me by Ball State University on my Form W-2 at the end of this calendar year.

LOSS OF PRIVILEGE: I understand and agree that if Ball State University has to report any cash advances as taxable income to me, I will forfeit the privilege to obtain cash advances thereafter, and I may face other disciplinary actions.

Signature of Recipient:	<input type="text"/>	Date:	<input type="text"/>
Supervisor Name:	<input type="text"/>		
Signature of Supervisor:	<input type="text"/>	Date:	<input type="text"/>

For Office of Accounts Payable Use Only

A/P Approval:	<input type="text"/>	Date:	<input type="text"/>
Additional Approval:	<input type="text"/>	Date:	<input type="text"/>