

Note: Allow five to seven business days for payment processing.

Date: _____

Pay to: _____

Employment/Student Status	
Check appropriate box below:	
<input type="checkbox"/>	Non-exempt (Biweekly-UB)
<input type="checkbox"/>	Exempt (Monthly-UM)
<input type="checkbox"/>	Non-Comp (MWE-UA)
<input type="checkbox"/>	Registered Student

- Employees with direct deposit will receive payment via direct deposit. Otherwise, a check will be issued for pick up at the University Cashier's Office.
- Students will be issued a check for pick up at the University Cashier's Office.

DESCRIPTION

Date of Departure: _____
(Month, Day, Year)

Date of Return: _____
(Month, Day, Year)

Destination: _____
(City, State, Country) If multiple, list main visit city

Purpose of Travel/Advance Request:

If this request is being made more than two weeks prior to the departure date, please indicate why:

Cost Object to be charged: _____

Amount Requested: _____

Employee (Code 1001000 141201) \$ _____

Student (Code 1001000 203002) \$ _____

I understand that this advance is a loan to me so that I do not have to use personal funds for expenses incurred in conducting official Duke business. I also understand that I must file the required travel expense report within thirty days upon my return. If this advance is not cleared within the required time, I authorize Employee Travel & Reimbursement to deduct any uncleared portion from my next pay check.

Signed: _____
Requestor's Signature

Print Requestor's Name

Requestor's Duke Unique ID #

Approved by: _____
Printed Name and Title

Requestor's Work Telephone #

Signature

Department

SEND SIGNED ORIGINAL TO EMPLOYEE TRAVEL & REIMBURSEMENT, BOX 104144