



**Team Travel**  
**CASH ADVANCE REQUEST FORM**  
 SOU Department of Athletics

Date Cash Advance Needed \_\_\_\_\_

Today's Date \_\_\_\_\_

Coaches Name \_\_\_\_\_ SOU ID # \_\_\_\_\_

Sport \_\_\_\_\_ Purpose of Travel \_\_\_\_\_

Will Purchasing Card be used for part of this travel ?                      Yes                      No

TRIP INTINERARY	
Destination	
Estimated Departure	
Date	Time
	am pm
Estimated Returning	
Date	Time
	am pm

CASH ADVANCE REQUEST		
Dollar Amount Requesting	Est. # of Students & Staff	
\$ _____	_____	_____
Meal Money	Student	Staff
\$ _____	List Purpose for Misc... (registration, taxi etc...)	
Miscellaneous		

**Travel Office Use Only**  
 (please do not write in box below)

I certify that no part of this advance will be or has been claimed form any other source. I authorize SOU to deduct from my payroll check any portion of this travel advance for which I have not provided an accounting for within 5 business days of travel concluding. I understand that advanced monies must be used solely for reimbursable travel expenses and that any use other than stated above may affect my ability to receive future advances.

\_\_\_\_\_ (Coach) Signature

ACCOUNTING DATA		
		\$
Authority Signature	Index Code	
		\$
Authority Signature	Index Code	
		\$
Authority Signature	Index Code	