



MISSISSIPPI VALLEY STATE UNIVERSITY™

MEMORANDUM

TO: Joyce A. Dixon
Vice President for Business
and Finance/CFO

FROM: _____

DATE: _____

RE: Cash Advance

I, _____, understand that this advance must be cleared within 10 business days after the last day of travel and that the following documents listed below must be submitted to clear this advance.

- Travel Expense Voucher (attach original *itemized* receipts and a copy of the *itemized* receipts)
- Remittance Voucher (only if actual expenditures are 10% more than estimate expenditures)
- Cash Receipt (only if actual expenditures are less than estimated expenditures)
- Student Group Travel Advance Clearance Form (if applicable)
- Other (if applicable – agendas, airline itinerary, telephone calls certification)

I further understand that the requested cash advance will not be issued earlier than two (2) business days before the travel start date.

I, _____, acknowledge that I do understand the policy and procedures stated above. I agree if the advance is not cleared within 10 business days, my next payroll check or travel reimbursement will be reduced by the amount of the advance(s) in order to satisfy any monetary obligations regarding this advance.

Employee Signature

Date

Attach a copy to request for advance.