



Michigan Technological University

Accounting Services

224 Administration Building

1400 Townsend Drive

Houghton, MI 49931-1295

906/487-2242 Fax 906/487-2521

Request for Advance of Funds

Name of Traveler: _____

MTU ID Number: _____

Department _____

If the traveler is not an
MTU employee,
please check this box.

TYPE OF ADVANCE BEING REQUESTED

Airline Ticket

Check

In the amount of: _____

Direct Deposit

Airline Tickets for me, charged to MTU through:

I would like the ticket/check to be:

Superior Travel

Held for Pickup

Sent to my Department

DESTINATION: _____

DATE OF DEPARTURE: _____

DATE OF RETURN: _____

PURPOSE OF TRAVEL:

BENEFITS DERIVED FROM TRAVEL:

INDEX TO BE CHARGED: _____

In consideration and certification of the advance funds, I will submit an employee travel expense voucher and repay any unexpended funds within ten (10) days of my return unless otherwise authorized in writing by the controller. I hereby certify that the advances requested are for reimbursable expenses expected to be actually incurred on university business in accordance with university policies and procedures and not to be reimbursed by any third party. **If repayment is not made within the allotted time, funds may be deducted from a future paycheck.**

Date: _____ Signature: _____

APPROVED BY: (Department head or higher)

Date: _____ Signature: _____

APPROVED BY: (President/Vice President/Provost)

Date: _____ Signature: _____