

**Cash Advance Request/Agreement  
Eastern Michigan University**

I hereby request a cash advance in the amount of \$ \_\_\_\_\_ for the period *start date*  
\_\_\_\_\_ to *end date of trip* \_\_\_\_\_.

Date in which advance is needed: \_\_\_\_\_ (Please allow 7 Business Days to process.)

Fund/Org/Acct: \_\_\_\_\_

I prefer that the advance is direct deposited into my account providing there are no outstanding advance reconciliations or unsubmitted expenses over 30 days in Concur. Yes \_\_\_ No \_\_\_.

I understand that this advance is to be used for the purpose stated below and in accordance with the University Travel Policy and Procedures. I also understand that all expenses are to be submitted to the Accounts Payable Department on the Employee Cash Advance Reconciliation form, and that I am ***personally*** responsible for any expenses paid for from the travel advance that are not allowable according to University rules and regulations or are not supported by original itemized receipts.

Purpose of Advance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event that I do not return the advance and/or properly account for the use of the funds within 7 days of the return of the trip the University may hold me *personally* responsible for the repayment of those funds. If necessary the remaining amount of the funds advance will be deducted from my University Payroll according to applicable State and Federal regulations. It is understood that I am unable to obtain another advance until this advance has been cleared.

In the event that I terminate my employment at Eastern Michigan University, I agree to repay any portion of the cash advance outstanding at the time of my termination. It is at the University's discretion as to whether the amount will be deducted from my final pay check or paid via personal check or money order.

Printed Name: \_\_\_\_\_ EID# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_