



University of Richmond

Advance Request Form

Purpose: The University of Richmond will issue travel advances to faculty, staff, and students for group travel or international travel, when the use of a credit card may not be an option. Expense advances are issued only for change funds, research participant payment, or expenses that cannot be paid for with a University credit card.

Advances issued to faculty or staff will be deposited into their bank accounts. Advances issued to students may be mailed to the student's on campus address, direct deposited into the student's bank account on file with Accounts Payable, or picked up in the Accounts Payable Office.

Students: Please indicate how you would like to receive the advance. Please note, if you have a bank account on file with Accounts Payable, your advance will automatically be deposited to it, regardless of your selection below:

Receive advance by what method?

Terms for Advance:

Advance requests must be properly approved and submitted to Accounts Payable (located in Maryland Hall, Room G13) at least five (5) business days prior to the trip or event. Failure to give at least a five (5) business days notice may result in an advance not being issued.

An advance must be cleared within thirty (30) days of the completion of a trip or event. If an advance is not cleared within sixty (60) days, the advance is considered delinquent and no other advances will be issued to the individual.

To clear an advance: (1) Funds not used must be deposited at the Cashier's Office at the completion of the trip or event. (2) A copy of the deposit form must be sent to the Accounts Payable Office with a copy of the original Advance Request Form. (3) If any purchases were made with the funds, the original receipts for the purchases must also be sent to Accounts Payable with a copy of the Advance Request Form.

If an advance is not cleared within ninety (90) days, the advance will be (1) deducted from the individual's paycheck or (2) added to the individual's W-2 as taxable income and taxes will be withheld.

Students will have a financial hold placed on their student records, if the advance is not cleared within thirty (30) days.

PLEASE NOTE: Citizenship Status of the recipient of the advance is required information. If the person is a Non-Resident Alien, the completed request must be forwarded to the Office of International Taxation before an advance can be issued.

The recipient of this advance is a

Name UR ID

Dept. Name/Address Amount Requested

Please complete the applicable section for the type of advance requested.

Travel Advance: travel related expenses, i.e. meals, transportation, registration fees, hotels

Travel Advance for trip to

Business Reason for trip

Departure Date Return Date Index/Account Code -7169

Expense Advance: non-travel related expenses, i.e. supplies, research participants, change fund

Expense Advance to be used for the following (please provide a detailed business reason for the advance)

Event Start Date Event End Date Index/Account Code -7999

Phone Number
Approved by (Printed Name) _____

Approved by (Signature) _____ Date

My signature indicates I have read and agree to the Terms for Advance listed above and authorize the University of Richmond to deduct the amount of this advance from my paycheck, or add it to my W-2 as taxable income, if I do not account for this advance within ninety (90) days of the completion of the trip or event.
Signature of Advance Recipient _____ Date