

Cash Advance Request

Please complete the following:

Why standard payment methods are not an appropriate method of payment (i.e., no credit card, etc):

Budget of anticipated expenses (i.e., \$500 Lodging, \$200 meals, etc):

Date Leaving:

Date Returning:

Chartfield String that expenses will be charged to:

I, _____, am a full time employee of the University of Missouri Kansas City. I am requesting this advance to conduct university business, and understand that it will be funded out of the campus expense advance account if approved.

I understand that this advance must be paid back to this account by the date assigned by Accounting Services.* I understand that a voucher with required documentation of my expenses must be received by the Expense Advance Coordinator (Accounting Services at 224 Administrative Center) by the date assigned in order to charge the appropriate accounts for the expenses incurred, and pay back the Campus Expense Advance Account. I will also return excess/or unused funds to the Expense Advance MoCode K0166 - PS Account 132500 by this date.

If the campus expense advance account has not been reimbursed by the assigned date, **I authorize the University of Missouri Kansas City to deduct the outstanding expense advance from my payroll check.**

*The due date will be provided via e-mail to the person requesting the advance and their fiscal contact after the request is approved.

Employee Signature / Date

Administrative Superior Approval / Date

Expense Advance Coordinator / Date

Accounting Services Director / Date
