

**University of Richmond  
Advance Request**

**Purpose:** The University of Richmond may occasionally issue travel or expense advances to faculty, staff, or students for travel with student groups, research participant payments, change funds, or other expenses that cannot be purchased with a credit card or prepaid. Advances are not issued for expenses that total less than \$100. **Please note: The University provides University credit cards for employees, which may be used for business related expenses, including travel, thereby limiting the need for advances. The [credit card application](#) is available online.**

**Please Note: Form is writeable and should be completed online for accurate calculation and legibility.**

**Terms:** Requests should be properly approved and submitted to Accounts Payable at least five (5) business days before the advance is needed. Failure to give at least five business days' notice may result in the request being denied.

\*If the advance recipient's citizenship status is **Non-resident Alien**, then the completed form must be forwarded to the Office of International Taxation, Maryland Hall, for review before an advance can be issued.

Advances should be cleared within 30 days of completion of the trip or event. If not cleared within 90 days, the advance is considered delinquent and may cause the denial of future advance requests. If delinquent, at the University's discretion, the advance may be deducted from the employee's wages or future reimbursements, or added to their Form W2. For students, a financial hold may also be placed on their student records.

**Clearing the advance:** Upon completion of the trip or event:

- a) **Returning funds:** Funds not used must be returned to the Cashier's Office (Queally Center) and deposited back to the advance account code 7169 (travel) or 7999 (expense advance). Attach the deposit receipt (received from the Cashier's Office), along with any receipts (or documentation) showing how the advance money was spent, to the Advance Clearing Form, available on our website, <http://controller.richmond.edu/forms/index.html>, and send the packet to Accounts Payable to clear the advance.
- b) **Additional funds due to employee/student:** If additional funds are due to the employee/student, submit the BannerWeb Check Request Form or the BannerWeb Travel and Expense Reimbursement Form to clear the advance and to request the reimbursement (receipts must accompany the request);
- c) **No monies due:** If the advance recipient used the entire advance amount and no money is due to either the advance recipient or the University, the advance recipient must complete the BannerWeb Check Request or BannerWeb Travel and Expense Reimbursement form (receipts must accompany the request), showing \$0 amount due.

<b>Name of Advance Recipient</b>		<b>UR ID</b>	
<b>*Citizenship Status</b>	US Citizen or Resident Alien		Non-Resident Alien
<b>Department/School</b>			
<b>Type of Advance</b>	Travel (account code 7169)		Expense (account code 7999)
<b>Distribution Method</b>	<b>Student:</b> Campus Mail      Direct Deposit      Pick-up in Accounts Payable <b>Employee:</b> All employee advances will be direct deposited to their bank account.		
<b>Purpose of Advance / Additional Information/ Comments</b>			
<b>Departure or Event Begin Date</b>	<b>Return or Event End Date</b>	<b>Destination (for foreign travel, include City and Country)</b>	
<b>Index to be Charged</b>	<b>Account Code to be used when Advance cleared:</b>		

**Please provide an estimate for each expense for which this advance is requested:**

Student Team Meals		Other (please explain)		
Change Fund		Other (please explain)		
Research Participant Study		Other (please explain)		
Student Host Funds		Total Advance Requested		

My signature below indicates that I have read the terms for this advance and I authorize the University of Richmond to deduct the amount of this advance from my wages or reimbursements due to me, or add the amount of this advance to my Form W2, if the advance is not cleared within 90 days of the completion of the trip or event. Additionally, if I am a student, I understand a financial hold may also be placed on my student records until this advance is cleared.

\_\_\_\_\_  
Signature of Advance Recipient

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Approver Printed Name

\_\_\_\_\_  
Supervisor/Approver Signature

\_\_\_\_\_  
Date

**Accounts Payable Use Only: Advance Amount to Be Issued** \_\_\_\_\_ **Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**University Credit Cardholder**    Yes    No