

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ (must be over \$50)  
Payable To: \_\_\_\_\_ JU ID: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

**Travel Dates**

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Description of Travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** *Advances will be applied to the Employee Receivable Account and are the responsibility of the Employee.*

Please submit an Expense Report Form to the Expense Reports mailbox within **30 days** of the Return Date listed above to reconcile and clear the balance. This form can be found on the MyJUPortal under Financial Information.

Charge Expenses to Budget Unit ~~A~~