		RECEIVED CASH ADVANCE FROM BUSINESS OFFICE										
	CALL WHEN CHECK IS READY EXT:							VENDOR	.#	DOCUMENT #		
	SEND EMAIL MESSAGE WHEN READY EMAIL ADDRESS:											
SEND CHECK VIA COLLEGE MAIL TO:												
Swarthmore College CHECK IF YOU DON'T WANT DIRECT DEPOSIT												
Travel Advance/ Reimbursement Form												
	NAME											
A	ADDRESS											
	DATE OF TRIP:											
Date	Description	Fund	Org	Actv	Travel 7201	Lodging 7202	Meals 7203	Reg 7204	Ent 7205	Misc. 7206	Other	Total
							00			7_00		
				<u> </u>								
				Totals					I 720	 7-Advance	A 4	
								- T-4-LD			ŀ	
								+ Total D	ue Travele	r/-Total Du	ie College [

TRAVEL ADVANCES MUST BE ACCOUNTED FOR WITHIN 10 DAYS AFTER COMPLETION OF TRIP. ADVANCES NOT ACCOUNTED FOR WITHIN 120 DAYS WILL BE \square DEDUCTED FROM YOUR PAYCHECK.