

☐ RECEIVED CASH ADVANCE FROM BUSINESS OFFICE

☐ CALL WHEN CHECK IS READY EXT:

☐ SEND EMAIL MESSAGE WHEN READY EMAIL ADDRESS:

☐ SEND CHECK VIA COLLEGE MAIL TO:

☐ CHECK IF YOU DON'T WANT DIRECT DEPOSIT

VENDOR #

DOCUMENT #

Swarthmore College

Travel Reimbursement Form

NAME

ADDRESS

DATE OF TRIP:

PURPOSE OF TRIP:

Date		Description	Fund	Org	Actv	Travel 7201	Lodging 7202	Meals 7203	Reg 7204	Ent 7205	Misc. 7206	Other	Total
					Totals								
												7207-Advance Amount	
												Total Due	

Date

Signature

Approved Date

Approved Signature

TRAVEL ADVANCES MUST BE ACCOUNTED FOR WITHIN 10 DAYS AFTER COMPLETION OF TRIP.