

MIAMI DADE COLLEGE TRAVEL ADVANCE AND EXPENSES FOR STUDENT SERVICES MONIES

PART A REQUEST FOR ADVANCE (After approval, submit to Accounts Payable with an approved Disbursement Request Number)

I request a travel advance in the amount of \$event to be held at				, estimated expenses for a Student Services Sponsored		
on Months	Days	Yea	ar			
This request is on he	•				students	
This request is on behalf of			<u>=</u>		Students	
Estimated F			Date:			
2. Estimated Expenses			Date			
A. Faculty / Student Meals: Breakfasts			@ \$	= \$		
			@ \$	= \$		
				= \$		
			@ \$	= \$		
B Other Expenses:	Fransportation \$			TOTALS \$		
ļ	-ees \$					
	Misc. \$			TOTALS \$		
C. I otal of estimated	expenses (Lines A+	-R)		\$ <u> </u>		
Requestor			Approved			
		Date	Dean	of Adm./ Student Serv	ices Date	
Approved Director of Student Life Date			Approved	ous President (signature	-\ D-4-	
Director of	Student Life	Date	Cam	ous President (signatur	e) Date	
ACCOUNT NUMBERS:	A) Advance		B) Expense			
PART B ACCOUNTING OF MONIES ADVANCED (Complete upon Departure date and time			Return date and time S.S. No.:			
1. Check issued to:	(type	or print)	S.S. No.:			
		Check Date:	C			
2. Transportation:	a. Automobile	\$	(.445 cents per mile	e)		
	b. Bus	\$				
	c. Air d. Train	\$ \$		AL\$		
3. Lodging (Receipts atta			 TOTA	\L \$		
4. Meals (Form FM - A -	2A attached)		TOT/	AL \$		
5. Other expenses:	a. Taxi	\$				
(Receipts as	b. Fees	\$		Λ.I. Φ		
required)	c. Misc.	Φ		AL\$		
					\$	
 Balance (due to) (returne Disposition of balance 		riii lus o)	\$			
a. Balance due recipient, Disbursement Request No.			Dat	e		
b. Balance returned by recipient, receipt No.			Dat	e		
			penses is true and correct in ne performance of official dut		nat the	
			Signature of recipient o	f advance	Date	
APPROVED:						
Signature of Business Affairs Officer			Campus	Campus Department / Division		