

# ADELPHI UNIVERSITY

## **TRAVEL/CASH ADVANCE RELEASE FORM**

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**I hereby receive the Travel/Cash advance with the following understanding:**

1. I am fully responsible for the advance's safekeeping and in the event the advance is lost or stolen I will repay it in full to the University.
2. I must acquire ORIGINAL receipts for all expenses incurred.
3. I must account for this advance on a Travel Expense Report, with original receipts attached, **within 10 business days of completion of University business. If Not accounted for within 30 days after the end of the event, your payroll OR student account will be debited for the amount of the cash advance.**
4. I must immediately contact the Finance Office if my employment with the University is discontinued.
5. **Furthermore, I authorize the Payroll department of Adelphi University to deduct, from my paycheck the travel cash advance:**
  - **In the amount of :**
  - **Received For:**
  - **Must be accounted in full by:**
6. I will return any unused portion of the advance to the University by depositing the unused funds at the Cashier's office and attaching the payment receipt to the accounting of the advance.
7. I am fully aware that I must comply with all University policies stipulated in the Financial and Administrative Reference Guide.

\_\_\_\_\_  
**Print Name AND Extension or Contact Number**

**Advance is due:**

**Signature:** \_\_\_\_\_

**ID#** \_\_\_\_\_