



CAMBRIDGE COLLEGE
ADMISSIONS PERSONNEL
ADVANCE FORM

DATE: _____

PLEASE PRINT OR TYPE

Pay to the Order of: _____

Address: _____

This advance is a College service to Admissions employees to cover out of pocket travel expenses, primarily mileage that is routinely reimbursed to them from College accounts.

Requested Advance Amount: _____

Signature of Supervisor: _____

Signature of Budget Manager: _____

EMPLOYEE STATEMENT:

I understand that this payment is an advance for travel reimbursement and that it is my responsibility to submit a complete expense report with appropriate receipts within 60 days of the incurred expense. I understand that expenses that are not adequately accounted for within 60 days after they were incurred are considered to be taxable income (per IRS guidelines) and will be reported as taxable income on my W-2 or 1099. I understand that any outstanding travel advance must be repaid prior to leaving employment from the College. By accepting the travel advance and signing this request, I authorize the College to deduct any unaccounted advance funds from my final paycheck.

Employee Signature

Date

Special Instructions: Check will be mailed to the check address unless designated below: Check One:

Return check to: Name: _____ Dept _____
Pick up check Extension _____

Table with 4 columns: FOR BUSINESS OFFICE USE ONLY, ACCOUNT, DEPT#, AMOUNT. Includes two rows of blank lines for data entry.