**TRAVEL ADVANCE**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge I am receiving a travel advance for an upcoming trip for official business for Washburn University.

The advance is for meals and incidentals while in travel status and is based on the travel location, travel days, meals provided, departure and return times.

I understand the advance is based on an estimate of my travel and if for any reason the travel advance exceeds the actual meals and incidentals per diem I will be responsible for paying the University the excess amount. This may be done by

* Reducing the travel reimbursement by the excess amount when possible, OR
* If reimbursement is less than the excess, their next month’s advance would be reduced by the excess, OR
* Reimburse the University.

I also understand if my advance is less than the actual meals and incidentals per diem while traveling, I will be reimbursed the difference when filing my travel expense report.

I should submit my travel expense report as quickly as possible upon my return, but no later than 60 days after. I also recognize this timeframe may be shortened at the end of the fiscal year to meet fiscal year deadlines.

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Traveler’s Signature Date