



Sam Houston State University

Travel Cash Advance Check Request Form

Date Prepared

Travel Office must receive check request form seven working days prior to check request date.

Travel Requisition #:

Prepared By:
Department: Phone:

Required Document: Travel Advance Agreement

Travel PO#:

Name on Check (payee)	Check Request Date	Fund	Orgn.	Account	Program	Amount

By receiving this advance, I agree to follow all SHSU Travel Policies.

Signature of payee _____

Departmental Approval: _____

This section to be completed by Travel Office and Accounts Payable

<p>Processed in Travel Office:</p> <p>Invoiced in Accounts Payable:</p>
