



Accountable Advance Application for Travel Expenses

Please forward to the relevant Delegate for approval and forwarding to Financial Services - Accounts Receivable for processing AT LEAST 10 WORKING DAYS PRIOR TO TRAVEL

Applicant's Name: _____ Faculty/Section: _____ Employee ID: _____

An accountable advance for anticipated travel expenses to be incurred on approved University travel is requested for the following reasons:
[] Travelling for official USQ business for an extended period
[] Travelling for official USQ business overseas to provincial/rural locations
[] Other Please specify: _____
[] I attach a copy of the approval for this travel.
I will depart for this trip on: _____ (date) at _____ am/pm
I will return from this trip on: _____ (date) at _____ am/pm
Destination(s): _____
For the reasons stated above, I request an accountable advance of: \$ * _____
* NOTE: The amount of the advance requested should be the minimum amount necessary, and will be for no more than 90% of the estimated total allowance payable to you when you return.

Conditions under which the University will make an Accountable Advance to an employee in connection with travel and be found in HR Policy E7 and include:
(a) The employee applies for the advance by submitting an application that Finance receives not later than 10 working days prior to travel. Finance will not normally pay an advance more than 7 days prior to the above departure date.
(b) The employee authorises the University to deduct an amount equal to the advance from the employee's pay when the travel allowance is paid and/or the expenses are acquitted, or in the fourth pay after the above return date, whichever is earlier.
(c) Any advance for travel that is cancelled or not fully completed must be returned to the University.
By making this application, I acknowledge the above conditions and I authorise the University to deduct, in accordance with (c) above, the amount it advances to me from a pay or pays due to me.
Applicant's Signature _____ Date _____

Authorised Delegate*
(*Local/regional Domestic Travel - Category 4 Delegate; Domestic Travel outside local/regional areas and International Travel - Category 3 Delegate)
I certify that it would be unreasonable to expect travel related expenses to be met upfront by the employee in these travel circumstances, and I authorise payment of the above amount to the claimant.
Print Name: _____ Signature: _____ Date: _____
PeopleSoft Chartfields:
71006 2 7680 70
Acnt Fd Dept Prog