

Payee Last Name						
First Name, MI						
Soc. Sec. #						
Disclosure of this information is mandatory, as required by IRS Regulations, and will be used for tax reporting purposes only.						
Delivery Address: Room #, Building, or Home address:						
City		State		Zip		
Payee E-mail				Phone Number		
Destination - City, State, Country		Explanation of Business Expense Date(s) & reason format i.e., 15-Jul-03-18-JUL-03 American Cancer Society Conference				
EXPENSE DISTRIBUTION BY ACCOUNT NUMBER						
Entity	Department	Subcode	Purpose	Project	Reference	Total Advance
		6320				
		6320				
		6320				
		6320				
		6320				
Advance Amount						
Travel Advance Calculation						
Date Leaving		Earliest date				
Date Returning						
Per Diem rate		Advance Calculation				
Trip days						
Per Diem rates listed at http://www.pts.pitt.edu/Travel/common/perdiem.html						
Answer The Following Questions (X):			Yes	No		
Has payee ever received a T&B payment before?						
If yes, is address the same as previous payment?						
Is there an outstanding advance? If yes, explain						

Please Review Before Sending			Date Prepared	
<input type="checkbox"/> Submit typed forms only, download forms from http://www.bc.pitt.edu/payment/forms.html				
<input type="checkbox"/> Advance checks are printed within 10 working days of departure.				
<input type="checkbox"/> Domestic travel advance may not exceed Meal Per Diem multiplied by the number of days in the trip plus an additional \$100.				
<input type="checkbox"/> International travel advance may not exceed meal Per Diem plus the Hotel Per Diem multiplied by the number of days of days in the trip plus an additional \$100.				
<input type="checkbox"/> Account number must be active and complete; use subcode 6320.				
<input type="checkbox"/> Complete all non-shaded areas.				
<input type="checkbox"/> Payee and Supervisor must sign.				
<input type="checkbox"/> Advance requests will not be processed while an outstanding advance exists.				
<input type="checkbox"/> Payee will be notified to pick up checks at 3000 CL. No checks are mailed.				
<input type="checkbox"/> When travel is complete, submit a Travel and Business Expense Report (Form 0060) within 10 days in order to reconcile the advance.				
<input type="checkbox"/> Questions? http://www.bc.pitt.edu/payment/inquiries.html				
<input type="checkbox"/> Mail form to Payment Processing 3000 CL.				
Payee Is? (Put X below)		Contact For Problems?		How to contact? (X)
Employee		Payee		Phone
Student		Preparer		E-mail
Other		Authorizer		
By signing this form, the payee authorizes a payroll deduction to clear any unsettled advance.				
Payee Signature				Date Signed
Preparer Name		Phone	E-mail	
Authorizing Name And Title		Phone	E-mail	
Authorizing Signature				Date Signed

Per University Policy #05-07-01, substantiation of the business use of travel advances should be provided to the University within 10 days after completion of the trip. IRS regulation section 1.62-2T also requires the University to treat unsubstantiated or unreturned travel advances as wages after a reasonable period of time (defined as 120 days). As such, these amounts will be reported on your University W2, and appropriate wage taxes withheld. The University will also seek to recover these amounts through payroll withholding or collection agencies. Students will have a financial hold placed on their account until the matter is resolved.