**Travel Advance Request**

Please Review Before Sending

- [ ] Submit typed forms only, download forms from [http://www.bc.pitt.edu/payment/forms.html](http://www.bc.pitt.edu/payment/forms.html)
- [ ] Advance checks are printed within 10 working days of departure.
- [ ] Domestic travel advance may not exceed Meal Per Diem multiplied by the number of days in the trip plus an additional $100.
- [ ] 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.
- [ ] Account number must be active and complete; use subcode 6320.
- [ ] Complete all non-shaded areas.
- [ ] Payee and Supervisor must sign.
- [ ] Advance requests will not be processed while an outstanding advance exists.
- [ ] Payee will be notified to pick up checks at 3000 CL. No checks are mailed.
- [ ] When travel is compete, submit a Travel and Business Expense Report (Form 0060) within 10 days in order to reconcile the advance.
- [ ] Questions? [http://www.bc.pitt.edu/payment/inquiries.html](http://www.bc.pitt.edu/payment/inquiries.html)
- [ ] Mail form to Payment Processing 3000 CL.

**By signing this form, the payee authorizes a payroll deduction to clear any unsettled advance.**

**Payee**

<table>
<thead>
<tr>
<th>Entity</th>
<th>Department</th>
<th>Subcode</th>
<th>Purpose</th>
<th>Project</th>
<th>Reference</th>
<th>Total Advance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6320</td>
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</table>

**Advance Amount**

**Travel Advance Calculation**

- Date Leaving: [Earliest date]
- Date Returning:
- Per Diem rate:
- Trip days:
- Per Diem rates listed at [http://www.pts.pitt.edu/Travel/common/perdiem.html](http://www.pts.pitt.edu/Travel/common/perdiem.html)

**Answer The Following Questions (X):**

<table>
<thead>
<tr>
<th>Has payee ever received a T&amp;B payment before?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, is the same address as previous payment?</td>
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<tr>
<td>Is there an outstanding advance? If yes, explain</td>
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</tr>
</tbody>
</table>

**Disclosure of this information is mandatory, as required by IRS Regulations, and will be used for tax reporting purposes only.**

**EXPENSE DISTRIBUTION BY ACCOUNT NUMBER**

- Payee E-mail: [Payee Last Name]
- Phone Number:
- Payee: [Date Prepared]
- PAYEE IS? (Put X below) Contact For Problems? How to contact? (X):
  - [ ] Employee: [Preparer Name]
  - [ ] Payee: [Preparer Name]
  - [ ] Preparer: [Preparer Name]
  - [ ] Other: [Preparer Name]
- [ ] Student: [Preparer Name]
- [ ] Preparer: [Preparer Name]
- [ ] Authorizer: [Preparer Name]

**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.

Form 0061