



DEPARTMENT OF THEATRE & DANCE
THE UNIVERSITY OF TEXAS AT AUSTIN

1 University Station • D3900 • Austin, Texas • 78712-0362 • 512-471-5793 • FAX: 512-471-0824

Date:

To: Alesha Williams –Administrative Associate
Office of Accounting
Main 132 K5300

Re: Request Cash Advance -- Travel

Please issue a Cash Advance in the amount of: \$

To:

UT EID:

Date check is needed:

Account Number:

Time period Cash Advance is for: to

RTA #:

Doc ID#:

Destination:

Purpose:

| | | |
|---------|----------------|----|
| Budget: | Lodging | \$ |
| | Transportation | \$ |
| | Per Diem | \$ |

Recipient understands that receipts and/or documentation for monies expended will be presented at time of completion of travel/ research. Any funds unspent or unaccounted for will be returned to the University.

Recipient understands that she (he) will be asked to sign a promissory note.

Contact Person:

Phone:

APPROVED: _____
Department Chair Date

APPROVED: _____
College of Fine Arts Date

APPROVED: _____
College of Fine Arts Date