

3072840



Research Foundation of  
The City University of New York  
230 WEST 41st STREET, NEW YORK, NY 10036  
EMAIL: OTPS@RFCUNY.ORG



\*3072840\*

Travel Advance  
Request

**IMPORTANT: INSTRUCTIONS ON REVERSE SIDE**

**HOLD FOR PICK-UP**

TRAVELER'S  
NAME (Print) Anthony Smith

MAILING  
ADDRESS 655 E. 90 Street Apt. 3E

CITY New York

STATE NY ZIP 10099

AMOUNT  
**\$1,280.40**

ACCOUNT(S) CHARGED  
**99999-00-01**

BOX MUST BE CHECKED NON RESIDENT ALIEN  YES  NO

<b>TRAVEL ITINERARY DATA</b>	PURPOSE OF TRIP <u>To attend the ABCD Conference in San Francisco 4/1/08-4/5/08</u>	
	DEPARTURE DATE <u>4/1/08</u>	DESTINATION <u>San Francisco</u>
	DURATION OF TRIP (NO. OF DAYS) <u>5</u>	MODE OF TRANSPORTATION <u>Air</u>
	PROJECT POSITION OF TRAVELER <u>Research Assistant</u>	
	SIGNATURE OF TRAVELER _____ DATE <u>3/1/08</u>	

<b>DETERMIN- ATION OF ADVANCE</b>	TRANSPORTATION: <u>Airfare NYC/SFO/NYC</u> \$ <u>450.00</u>
	MEALS: <u>2 x \$48 plus 3 x \$64</u> : <u>288.00</u>
	LODGING: <u>4</u> Nights @ <u>\$150.00</u> : <u>600.00</u>
	OTHER (Specify): <u>Registration Fee</u> : <u>150.00</u>
	SUB-TOTAL: : <u>1,038.00</u> x80% = \$ <u>830.40</u> TOTAL \$ <u>1,280.40</u>

**APPROVAL**

The above described travel is necessary for accomplishment of the project. Where travel is restricted in grant or contract this trip conforms with any such restrictions of the grant or contract. I accept responsibility for the accounting of this travel advance in accordance with the travel regulations of the Research Foundation.

(212) 555-5555 Rufus Blake Rufus Blake 3/2/08  
Telephone Authorized Signature Print Name Date

RESEARCH FOUNDATION USE ONLY							
Vendor	FY	1099	SGL	Description for Check Stub	Travel Date	Account Code	Amount

OTPS \_\_\_\_\_ G & C \_\_\_\_\_ ENTRY \_\_\_\_\_



## INSTRUCTIONS

Refer to Project Director's Guide for Allowable Advance

1. Complete form and secure necessary approval signature. Project Directors cannot approve their own Travel Advance Requests. The form may be signed by a co-Project Director or immediate supervisor.

The main elements requiring approval are:

- (a) necessary and authorized business trip?
  - (b) adequate and budgeted funds?
  - (c) mode of transportation
  - (d) travel advance needed?
2. Send original to Research Foundation OTPS Team at least fifteen business days prior to proposed departure date. When unusual travel needs prevent meeting the fifteen business day requirement, telephone notification should be used and subsequently confirmed by submitting the Travel Advance Request form.
  3. Retain copies 2 and 3 of this form. Copy 3 is for your reference.
  4. Attach copy 2 of form to Travel Expense Voucher RF-041 and submit to OTPS Team for reimbursement. Reimbursement should be claimed within 5 days after completion of trip.
  5. A check for the net amount due the traveler will be issued after receipt of properly completed Travel Expense Voucher.