Section I: Student Traveler Information (This section to be completed by the Department Originator)

Student First Name: ___________________________ Last Name: ___________________________ MI: _____

Student Banner ID: _____ UofM Email: ___________________________

Travel PO#: ___________________________ Estimated Travel Expense Worksheet

Fin Manager/Designee Name: ___________________________ Fin Manager /Designee UUID: ___________________________

Fin Manager/Designee Department: ___________________________ Date Requested: ___________________________

Section II: Student Travel Advance Information (This section to be completed by the Department Originator)

Departure Date: ____________ Return Date: ____________ Destination: ___________________________

Purpose of Trip:

Amount Requested (maximum 100% of estimated travel expenses excluding any UofM pre-paid expenses): $__________

Section III: Student Traveler Travel Advance Agreement

I understand that this travel advance request is an exception to BF4001 which states: “Travel advance requests are on an exception basis only and must be approved by the Controller”. A statement explaining why the exception to policy is necessary has been included.

If my trip is cancelled or shortened, I understand that I may owe the University and must reimburse the funds within one week of the travel card transaction posting.

I understand that my grades may be held, or my next payroll reduced if claim has not been submitted within 30 days of completion of the trip.

____________________ / ___________________________ Date

Section IV: Controller Approval

____________________ / ___________________________ Date

The University of Memphis is an Equal Opportunity/Affirmative Action University.