

**CARLETON COLLEGE**  
**Cash Advance Form**  
*To be used for group activities and international travel only*

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Business purpose of trip \_\_\_\_\_

Dates of trip \_\_\_\_\_

Destination \_\_\_\_\_

	*Estimated Expenses (For pre-trip planning)	Actual Expenses	Reimbursement Requested (attach all receipts)
AIRFARE			
HOTEL, MOTEL (number of nights * cost/night)			
GROUND TRANSPORTATION			
▪ Car Rental			
▪ Personal car _____ miles @ 45 cents per mile (01/01/09)			
▪ Local taxi, limo, bus, train			
▪ Tolls, parking			
MEALS (see guidelines on back of form)			
GUEST EXPENSES (COLLEGE BUSINESS ONLY)			
Names: _____			
_____			
Purpose: _____			
REGISTRATION OR ENTRY FEE:			
OTHER:			
▪ Equipment rental			
▪ Meeting room rental			
_____			
CASH ADVANCE REQUESTED Disbursed by e-check - allow one week for processing			
Cash disbursement option if <=\$100. Initial if cashed received. _____			
Account number for cash advance _____			
Fund-Source-Dept-Expense			
<b>TOTAL</b>			
		Less Cash Adv	
		<b>BALANCE DUE TRAVELER</b>	
		Or - Balance returned to College	

\*Estimate Approved by Supervisor or Div Head \_\_\_\_\_ Date \_\_\_\_\_

If <=\$100 Initial if cashed received. \_\_\_\_\_

I hereby certify that the above reimbursement expenses were incurred by me in the performance of my official duties and that I am not claiming reimbursement from other sources for the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor or Div Head \_\_\_\_\_ Date \_\_\_\_\_

**RETAIN A COPY OF YOUR TRAVEL ESTIMATE AND SUPERVISOR APPROVAL TO SUBMIT WITH YOUR ACCOUNTING.**

**Reimbursement submission requested within 60 days after return from trip, taxable at 120 days per IRS guidelines. Ref. Publ. 463**

**Procedures and Guidelines for College-Financed Travel Expense**

This form is used to plan and request business related cash advances for group activities and international travel. Travel involving overnight accommodations should be estimated in the first column and approved by the supervisor or division head. Keep a copy of this form so you can complete the actual expenses and reimbursement request. Submit this form along with your accounting as soon as possible after your trip; the IRS requires that advances must be reimbursed within 120 days or they are subject to taxation. Ref. IRS Publ. 463

These are abbreviated guidelines. More complete travel guidelines are available from Randie Johnson, Purchasing, Accounts Payable and Risk Manager, Business Office, x4178 and from the Business Office web site, <http://apps.carleton.edu/campus/business>

**TRANSPORTATION:**      A) Airfare may be booked through Northfield VIP Travel Center, Inc., telephone 645-4485. Airfare will be charged to your College Visa card.  
                                   B) Personal mileage reimbursed at Carleton rate. *Attach mileage log or MapQuest type mileage documentation.*  
                                   C) Car rental reservations may be made through Northfield VIP Travel Center when your airline reservation is made. A "mid-size" model is considered adequate. Collision damage or personal insurance should not be accepted for business travel rentals since the College self-insures; however, insurance should be accepted when traveling outside of the United States.

**LODGING:**                A) Hotel/motel reservations may be made through Northfield VIP Travel Center except where a block of rooms have been reserved as a part of the meeting or conference. Use "standard accommodations" at hotels/motels.  
                                   B) Laundry and cleaning is allowed only on trips of one week or longer.  
                                   C) Movie rentals are a personal expense and not reimbursable.

**MEALS:**                    Local Meals & Incidental Expense (M&IE) Guidelines:  
                                   \*Northfield/Apple Valley/Burnsville/Eagan - \$9 for breakfast, \$13 for lunch, \$24 for dinner, including tips.  
                                   \*Minneapolis/St. Paul - \$12 for breakfast, \$18 for lunch, \$31 for dinner, including tips.  
                                   Guidelines for M&IE rates at other destinations can be found at [www.gsa.gov/mie](http://www.gsa.gov/mie)  
                                   Attach original detailed receipts; credit card statements do not provide sufficient documentation.

**ENTERTAINMENT:**      All College entertainment must have a substantive business purpose. Include the names and business relationship of attendees and explain the business purpose (benefit) to the College.

**DAILY EXPENSE WORKSHEET**  
 Expenses itemized by day (for your optional use)

Description/Dates	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Hotel Room Expenses								
Tel. chgs on Hotel Bill								
Other chgs, Hotel								
Meal - Breakfast								
Lunch								
Dinner								
Transportation								
Personal car costs								
Rental car costs								
Gas purchases								
Taxi, bus, etc.								
Tolls								
Parking								
Other Expenses								

**GRAND TOTAL:** \_\_\_\_\_