



## TRAVEL CASH ADVANCE AGREEMENT

Please complete this agreement and upload it, along with the **Travel Cash Advance Request Form**, to Compass. If you have any questions, please contact Accounts Payable at: [credit.cards@emory.edu](mailto:credit.cards@emory.edu)

I hereby acknowledge the following regarding my request for a **Travel Cash Advance**:

1. I am eligible for a Travel Cash Advance because one of the following conditions applies to me: (check the applicable box).

<input type="checkbox"/>	I am not eligible for a Corporate Credit Card.
<input type="checkbox"/>	I have applied for but not yet received the Corporate Credit Card.
<input type="checkbox"/>	I am traveling to a destination that might not accept corporate credit cards.
<input type="checkbox"/>	I do not have a personal credit card.

2. I have completed the **Travel Cash Advance Request Form** and had my immediate supervisor approve the request.
3. I understand that both the **Travel Cash Advance Request Form** and the **Travel Cash Advance Agreement** needs to be uploaded into Compass as one Travel Cash Advance request.
4. I agree to submit a Travel Cash Advance Expense Report via Compass within 10 business days from the date of my return.
5. I have read the **Travel Advances** section in the **Emory Travel and Business Expense Reimbursement Policy** to understand the Travel Advance requirements.
6. I understand that if my Travel Cash Advance is not reconciled (via the submission of an expense report) within 120 days from the date of my return, my cash advance will be treated as taxable income and included on my W-2 Form or Form 1042-S.

Signature of Requester/Traveler: \_\_\_\_\_

Date: \_\_\_\_\_



## TRAVEL CASH ADVANCE REQUEST FORM

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ISSUE TRAVEL ADVANCE TO:			
<b>DATE</b>		<b>APPROVED BY:</b>	
<b>NAME</b>		<b>SIGNATURE</b>	
<b>EMPLOYEE ID #</b>		<b>PRINTED NAME</b>	
<i>Travel Cash Advances are issued to employees in the same manner as their Emory paychecks.</i>			
TRIP INFORMATION			
<b>Date of Travel</b>	<b>From:</b>		<b>To:</b>
<b>Destination</b>			
Destination:			
Destination:			
<b>Purpose of Trip:</b>			
<b>Reason for Advance</b>			<i>Check the applicable box to note the advance reason.</i>
<input type="checkbox"/>	The employee is not eligible for a Corporate Credit Card.		
<input type="checkbox"/>	The employee has applied for but not yet received the Corporate Credit Card.		
<input type="checkbox"/>	The employee is traveling to a destination that might not accept corporate credit cards.		
<input type="checkbox"/>	The employee does not have a personal credit card.		
PAYMENT INFORMATION			
<b>Department No.</b>			
<b>Department Name</b>			
<b>Speed Type #</b>			
AMOUNT REQUESTED			
	<b>Expense to be paid with the travel advance:</b>	<b>Estimated Amount</b>	
	<b>TOTAL AMOUNT REQUESTED:</b>		
SPECIAL INSTRUCTIONS OR COMMENTS			