

## Travel Advance

CSU FULLERTON		Auxiliary Services Corporation		TRAVEL AUTHORIZATION AND EXPENSE FORM (DOMESTIC TRAVEL ONLY)	
2600 Nutwood Ave Suite 275, Fullerton Ca 92831					
<b>SECTION I - TRAVEL EXPLANATION AND AUTHORIZATION</b>					
completed / approved prior to travel (If University Employee use CSUF Travel Authorization Form)					
TRAVELER'S NAME	TRAVELERS XTN.		DEPARTMENT	UNIVERSITY EMPLOYEE ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1 HOME ADDRESS			ACCOUNT CHARGED 2		
Street			SPECIAL INSTR		
City, State Zip					
DATE	FROM	DEPARTURE/RETURN	TO	TRANS. MODE	TRAVEL ADVANCE REQUEST ONLY
					LOGGING
					TRANSPORTATION
					MISCELLANEOUS
					4
					TOTAL \$ -
3 PURPOSE & DATES OF BUSINESS (required)					
I certify that any vehicle I operate while on CSU Fullerton ASC business complies with minimum state requirements regarding insurance coverage, safety and mechanical condition, and that I am qualified to operate the same. I agree to submit my expense claim and to return all unused money advanced to me within thirty (30) days after my return.					
Traveler's Signature			5	Authorizing Signature	

### Travel Advance Form

(Only Section I of ASC's Travel Authorization and Expense Form)

This form needs to be completed **30 days prior to travel** if requesting an advance along with the TA and appropriate quotes for items requesting an advance (i.e. lodging, registration, airfare)

1. Complete traveler's information
2. Indicate Project # to be charged the advance and the expense
3. Indicate departure date and return and purpose of trip
4. Indicate amounts requesting for advance
5. Obtain appropriate signatures

