

**DELTA COLLEGE FINANCE OFFICE
UNIVERSITY CENTER, MI 48710**

International Travel Trip Advance

I, _____ have requested a cash advance, in the amount of
\$ _____ for the sole purpose of paying authorized direct expenses of the International Travel Trip
to _____ to be conducted during the following time period:
Departure Date _____ Return Date _____.

I understand that I am solely responsible for the safety and security of these College funds.

I also understand that I am responsible for providing acceptable supporting documentation for the disbursement of these funds in relation to the educational travel program. Such supporting documentation (receipts/invoices, etc.) must be summarized and submitted to the Business Office within 30 days of the completion of the trip. Any portion of the cash advance not disbursed directly for authorized expenses of the educational travel trip shall be returned to the college within the same time period. I understand that advance amounts not properly documented and approved as trip expenses or not returned to the college may be collectable through payroll deduction.

Signed by Recipient of Advance _____ Date _____

Approved by Director of International Programs _____ Date _____

Please submit this approved form, a completed requisition and a written description of the estimated expenditures to be covered by this advance to the Business Office.

THIS SECTION TO BE COMPLETED BY BUSINESS OFFICE

Advance approved and processed by Business Office _____ Date _____

Due date for supporting documentation and unused advance amount _____

Business Office receipt of supporting documentation and unused advance amount:

Total advance amount \$ _____

Total amount of expenditures with supporting documentation \$ _____

Total unused advance amount due back to Delta College \$ _____

Received by _____ Date _____ Amount returned \$ _____