

JSU Travel Advance Form Instructions

This form must be accompanied by a Travel Request Form

1. Complete the form by filling in **every** field. It's important to list the destination and dates of travel as that uniquely identifies the trip and matches it to the travel request.
2. Enter the accounting information – this should be identical to the accounting information entered on the Travel Request Form.
3. Traveler signs the form and sends it to their supervisor for signature. This form should be routed for approvals at the same time as the related travel request form.