



**CENTRAL STATE UNIVERSITY
REQUEST FOR CASH ADVANCE**

Select type of Advance: ___ Travel ___ Non-travel

On the _____ day of _____, 20__ at _____, Ohio in the County of _____, this agreement between Central State University, the Employer, and _____, the Employee, employee identification number - _____.

I, _____ the employee is requesting an advance in the amount of \$_____ for expenses that will be incurred on behalf of the University for business purpose and or travel to _____ from _____, 20__ to _____, 20__.

All advances received will adhere to the following terms and conditions:

- The Employer shall pay an advance for expenses in order to provide the employee with travel or non-travel business expenses
- In consideration, the Employee agrees to submit an expense report (including receipts for all meals and other expenses) and refund any advanced amount in excess of the Employee's actual **allowable** expenses within 10 working days of the return/end date.
- Failure to comply with these requirements within 30 days of the planned end date may result in action by the Employer to recover full amount of the funds advanced, including garnishing the employee's payroll check.
- If it becomes necessary for the Employer to take other legal action to recover the funds advanced, the employee agrees to pay a reasonable sum as attorney's fees in such a suit. This agreement shall be governed by the laws of the State of Ohio.

Requestor Signature _____ **Date** _____

ACCOUNTING DISTRIBUTION (Must be completed for approval)

Purchase Order#	Description	Transaction Date	Amount	FUND	ORG	ACCT	PROG

APPROVAL SIGNATURES

Department Program/Director	Date
Division Vice-President	Date
University Controller	Date
University Vice-President & CFO	Date