

TRAVEL ADVANCE DETAIL FORM

(Cash in Hand Needed for Group Travel)

Refer to Section 07 in the Policy & Procedure Manual for travel guidelines.
Travel Advance requests must be submitted and approved no less than **30** business days prior to travel.

EMPLOYEE INFORMATION

Southeast ID _____ First Name _____ Last Name _____

GROUP TRAVEL INFORMATION

Departure Date _____ Return Date _____

Purpose of Travel _____

Location / Destination _____

Number of Attendees: Students Employees

CASH NEEDED FOR

Expense Type	Amount
Total	

**Special
Comments:**