

Travel or Program Advance Closure

Instructions:

- 1 - Complete this form when depositing **all** or **unused** funds from a travel or program advance.
- 2 - Take completed form and the advance funds to your campus cashier office.
- 3 - Complete and submit an Expense Report (ER) in TEM. You must include the receipt received from the cashier's office along with any other supporting documentation when submitting the ER.

Date: _____

Prepared by: _____

Department: _____

Phone Number: _____

Traveler/Custodian: _____

Traveler/Custodian Department: _____

TEM ER # for Original Advance:	Chart	Fund	Acct	Amount
_____	_____	_____	_____	_____