

UNIVERSITY AT BUFFALO

REQUEST FOR TRAVEL ADVANCE

Travel advances are only issued when travel expenses have already been paid or other extenuating circumstances. Advances are for expenses incurred by the traveler themselves. Receipts for expenses along with the agenda or outline of travel must be attached. **Use of UB's Bank of America Travel card program is available to employees traveling on university business.

[**Learn More about UB's Travel Card Program.](#)

Requests must be received in the Travel office at least 10 business days prior to travel departure date

Allowable registration fees should be processed on the Procurement Card.

RF ACCT. #: (Project-Task-Award)	Mail check to: <input type="checkbox"/> Direct Deposit * <input type="checkbox"/> Home <input type="checkbox"/> Campus	SEQUENCE NO.: <i>Travel Services use only</i>
*ACH Form must be on file, contact Travel Services to enroll!		

Traveler's Name (First, Middle Initial, Last)	Department	UB Person #:
Home Address	City	State
Home Address	City	Zip
Campus Address	Departmental Contact	Campus Phone
	Contact Email Address:	

Destination:	Travelers Relationship to Program: <input type="checkbox"/> Research Foundation Employee <input type="checkbox"/> SUNY Employee Working on Project <input type="checkbox"/> Other (Explain):
Dates of Travel:	
Purpose of Travel: (agenda, program or invitation must be attached)	

CALCULATION		Actual Cost	Allowance	Advance Request
Federally funded grants must adhere to the Fly America Act which requires use of a U.S. air carrier				
Airfare costs	Confirmation/itinerary and receipt must be attached.		x 100%	
Lodging costs	Confirmation and receipt must be attached.			
	_____ Days @ \$ _____		x 80%	
Other costs	Detail and verification of payment must be attached.			
Type	Amount			
_____	_____			
_____	_____			
_____	_____		x 80%	
Total		_____		_____

- I have read and consent to the terms and conditions set forth on the second page of this form.
- I understand that reimbursement will be in accordance with the federal per diem in effect on the date of travel.
- Where required, prior sponsor approval for this travel has been obtained.
- If the trip is cancelled for any reason, funds must be returned in full to the project, contact Travel Services for instructions.
- I will submit a travel voucher for this trip and include all appropriate receipts within two weeks of trip end date.
- I have familiarized myself with [export control](#) guidelines.

TRAVELER'S SIGNATURE: READ above prior to signing	DATE:
PRINCIPAL INVESTIGATOR'S SIGNATURE:	DATE:
PRINCIPAL INVESTIGATOR'S NAME (PRINT/TYPE)	
APPROVAL AUTHORITY SIGNATURE (REQUIRED WHEN TRAVELER IS THE PI)	DATE:
APPROVAL AUTHORITY NAME (PRINT/TYPE)	
Operations Manager Designee' Signature: <i>Travel office use only</i>	DATE:

Supplement to UB Research Foundation Travel Advance form. Please read completely before signing the advance.

In consideration of the amount received by me from the Research Foundation of State University of New York (University at Buffalo) as an advance for travel expenses to be incurred by me in the performance of my duties, in accordance with the Rules and Regulations of the Research Foundation of State University of New York, I hereby agree:

- 1. To account promptly and completely for the money advanced to me;**
- 2. In the event of my resignation or separation from University service or failure to account, the Research Foundation shall be immediately entitled to the return of the sum advanced to me or any part thereof;**
- 3. The Research Foundation may deduct said amount from any monies due or accruing to me as a result of my association with the University, at the time of my resignation, separation, or failure to account. If there are not sufficient monies due or accruing to me, or if I shall fail to promptly account, the Foundation may enter judgment against me without further notice to me for the sum still owing by me to the Research Foundation of State University of New York, as certified to by the fiscal designee of the Research Foundation of the University at Buffalo.**