Texas A&M University-Kingsville

Cash Advance ITINERARY

Submit with Departmental Requisition, Agenda/Schedule, & List of Students with K#s, at least 10 days BEFORE Departure Date

Employee: _____ **Department:** _____

Event: _____

Departure Date: _____ **Time:** _____

Return Date: _____ **Time:** _____

Intended Cash Pick-up Date: _____ **Time:** _____

CASH DENOMINATION - QTY *REQUIRED:* $1 = _____ $5 = _____ $10 = _____

$20 = _____ $50 = _____ $100 = ____ Quarters = _____

Breakdown of Anticipated Cash Expenses: *Travel Card should be used for most expenses*

MEALS:

____ x Cost / Day _____ x # of Days ____ _____

____ x Cost / Night _____ x # of Nights ____ _____

# of Vehicles ____ x Cost / Day _____ x # of Days ____ _____

ESTIMATED COST OF GASOLINE: >>>>>>>>>>>>>>>>>>>>>>>>> _____

ESTIMATED COST OF PARKING: >>>>>>>>>>>>>>>>>>>>>>>>> _____

OTHER EXPENSES (Please List):

_____ _____

TOTAL AMOUNT REQUESTED: [ ]

Name of Lodging _____

City / State _____ **Lodging Phone #** _____

Employee Contact #s _____

_____ _____

Employee Signature *Date*

_____ _____

Department Head Signature *Date*

Revised 03/2023