

Texas A&M University-Kingsville
Cash Advance EXPENSE STATEMENT

Submit with ORIGINAL ITEMIZED Receipts no later than 4 business days AFTER return date.

Employee: _____ Department: _____

Event: _____ City / State: _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Total Advance Funds Received:

Actual Expenses:

Meals

Lodging

Transportation

Gasoline

Parking

NOTE: Amounts entered here should exactly match total amounts from itemized receipts.

Other Expenses (please list)

Total Expenses (Receipts Attached) >

Cash Returned >



Expense Statement and all ORIGINAL ITEMIZED receipts must be submitted to the Travel Department within four (4) business days of trip end date.



Department Head Approval Signature: _____

Date: _____

Travel Services Use Only

TRV #	
Departure Date	Return Date
Funds Requested	Funds Expended
Travel Services Team	

Acct. & Sub-Acct. #	Obj. Code	\$ Expended	\$ Liquidate