

University of South Alabama

Team/Student Group Cash Advance Reconciliation Form

Team/Student Group _____

Purpose of Trip _____

Dates of Travel _____

Responsible party/sponsor _____

Cash Expenses Incurred on Trip

(Summarized from attached travel reimbursement form - receipts included)

	Comments	Amount
Meals	_____	_____
Lodging	_____	_____
Transportation	_____	_____
Other	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Total cash expenses incurred on trip		_____
Less travel advance received		_____
Net reimbursement due sponsor		_____
Net repayment of advance due University		_____

I HEREBY CERTIFY that the above statements are true and that I have incurred the described cash expenses within the discharge of my duty as sponsor for this team/student group travel. I further certify that all cash advanced has been accounted for and, if applicable, repaid to the University.

Responsible party/group sponsor

Date

Supervisor

Date

