



**KNOX**  
COLLEGE

BUSINESS OFFICE  
2 East South Street, Box K-147  
Galesburg, Illinois 61401-4999  
309-341-7313 Phone  
309-341-7076 Fax

# RESEARCH ADVANCE FORM

## Research Advance Guidelines and Requirements

When absolutely necessary, cash advances for research are available. Advances will be disbursed no more than 30 days before anticipated begins. A request for a research advance should be received by the Business Office no later than 14 business days prior to the start of the research. Employees and/or students should be aware of the Business Office accounts payable cycle and plan accordingly. Please check with the Business Office if you are uncertain about the timing of your research advance request.

An advance for research must be reconciled within 10 days of the completion of the study. Unused cash from the advance should be returned to the Business Office immediately upon completion. No new advances will be given until the previous advance has been reconciled using the College's expense reporting system. Failure to reconcile and/or return any unused cash advance may result in one of the following: a deduction from your Knox College payroll or reported as taxable income to the IRS in the amount of the entire advance.

Today's Date: 3/14/2023

Researcher's Name: Abhyudaya Rajbhandari ID Number 761529

Amount Requested: \$ \$275.00

Research Start Date: 3/20/2023 Research Completion Date: 8/11/2023

Stated Purpose of Research: Independent Study

Detail of Anticipated Expenses: For the purchase of STATA software  
(Expenses that cannot be prepaid)

▶ Researcher's Signature: Abhyudaya Rajbhandari

Funding Office: Vovis Center | Richter | A1733

Account Number: 24-4800-9282-R2549

Department/Office Approval: Lisa Harris | Lisa Harris

Approved Research Advance Amount: \$ \_\_\_\_\_ [Business Office]

*Research Advance must be reconciled within 10 days after completion.*

▶ Date Advance must be Reconciled by: 8/21/2023  
(To reconcile an Advance detailed receipts/documentation of how the money was spent are needed. Turn in your receipts by the above date or, if possible, as soon as purchases are complete.)