The University of Tennessee Request for Travel Advance

Travel advances cannot be made for items that can be billed directly to the university (airfare and registration).

This completed form <u>must be attached to the trip in IRIS</u> and submitted in time to allow for processing (including approvals, auditing and mailing/bank deposit). If not submitted in a timely manner an advance is not guaranteed. For all travel outside the state of Tennessee, there must be an approved travel request in IRIS prior to the request being submitted.

Note: **If UT student is in withdrawn status in IRIS**, please contact Treasurer's Office, Accounts Payable or Campus/Institute Business Office for instructions.

All advances will be direct deposited if you currently receive payroll in this manner, except if you are a University of Tennessee student and are not already on payroll, you will receive a check. The check will be mailed to the address listed below. If you prefer that a direct deposit **not** be made and wish to receive a check, please check here ☐ (note: check will be mailed to permanent address on file in IRIS).

Name: Samuel John Dunham   **Personnel #:** 360317   **IRIS Trip #:** 1700086862

Email Address: samueljdunham@gmail.com   **Mailing Address:** 9601 Thornhill Way, Apt. #303
Account #(s) to Charge: E013110008   ,   Knoxville, TN 37931
Trip Start Date: 4/12/19   **Trip End Date:** 4/17/19
Category of Traveler/Group: UT Student Traveling on Univ. Business   **(Where Check is to Be Mailed (If Applicable))**

Estimated Lodging Expenses:
(Lodging Expense limits apply for Non-Conference Hotels. Check the CONUS rate for the city of the hotel: www.gsa.gov/portal/content/104877)
(If lodging is booked through a conference, **submit proof from the conference** showing the hotel is a conference hotel.)

Address: Sheraton Denver Downtown Hotel   **Conference Hotel?:** ☑   *1047.50*
1550 Court Place, Denver, CO 80202   **# Nights:** 5 **Rate/night:** 209.50   = **Cost of Lodging:** $ 0.00

Lodging Notes: room rate is $181 per night plus taxes

Estimated Transportation Expenses:
(*excluding* airfare & car rental)   *X someone taking Sam to A/p + picking up   35.72*

Will you be Driving?: ☑   **# of Miles:** 76   x .47 per mile =   **Cost of Mileage:** $ 0.00
(If driving, **submit proof of mileage** via www.mapquest.com)

Other Transportation: transfers roundtrip in Denver $50x2   **Amount:** 100.00
Parking: _____   **Amount:** —

Estimated Meal Expenses:
(Daily Meal Expense limits apply. Check ME&I rate for the city you will be staying: https://www.gsa.gov/portal/content/104877)   *418.00*

# of Days: 5.50   x   **Daily Amount:** $76   =   **Cost of Meals:** $ 0.00

Other Estimated Expenses:

_____   **Amount:** _____
_____   **Amount:** _____

                                        Amount of Advance: $~~0.00~~
Additional Notes: _____   *1601.22*

TRAVELER: I understand that a travel expense report must be submitted within 30 days upon completion of trip. If the amount of the advance exceeds the amount of the expenses, the difference will be repaid via cash or check and brought to the Treasurer's Office/Campus or Institute Business Office. If expenses are not submitted and repayment made (if applicable) within 30 days of ending date of travel, the total amount of this advance will be deducted from my payroll check.

Signature of Traveler: *Samuel J. Dunham*

DEPARTMENT HEAD: By approving this request **electronically** in IRIS, you are indicating that the total amount of this advance is expected to be charged to the fund above, if Travel Expense Statement is not on file in IRIS, as provided in FPS 0705 (Travel). The deduction from the fund will be used only if the traveler is not on the University payroll. (Version 3; 8/7/18)