

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 SPONSORED STUDENT TEAM / CLUB / GROUP TRAVEL CASH ADVANCE AGREEMENT

Team / Club / Group Name:

Purpose of Trip:

Destination:

Date Check Needed:

Departure Date:

Expected Return Date:

Employee Sponsor Name:

Employee "A" Number:

Employee Street Address:

Employee City, State, Zip:

Travel Party (should be reconciled to hotel receipts and other documents)

Intercollegiate Athletic Teams		Other Student Groups	
Type Traveler	Number in Party	Type Traveler	Number in Party
Coaches		Faculty/Staff	
Student Athletes		Students	
Trainers		Other (provide explanation)	
Athletic Admin			
Other (provide explanation)			
Total		Total	

I hereby accept responsibility for the cash advance qÃ -ñ†@ 0

Employee Sponsor Signature:

Date:

APPROVALS

FILL IN ACCOUNT NUMBERS TO BE CHARGED

Printed Name of Authorized Approver

Index	Account	Amount
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Signature of Authorized Approver