# Cash Advance Signature Sheet for Student Group Travel

Group Leader’s Name:Department:

Trip Purpose:Travel Date(s):

Advance #: Total Advance Amount: $

### ALL TRAVELING INDIVIDUALS PLEASE NOTE:

University policy requires a dollar amount to be listed in the cash received column prior to obtaining signatures. Please do not sign below unless there is a dollar amount indicated in the cash received column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Student ID #** | **Name** | **Signature** | **Cash Received** |
| 1 |  |  |  | $ |
| 2 |  |  |  | $ |
| 3 |  |  |  | $ |
| 4 |  |  |  | $ |
| 5 |  |  |  | $ |
| 6 |  |  |  | $ |
| 7 |  |  |  | $ |
| 8 |  |  |  | $ |
| 9 |  |  |  | $ |
| 10 |  |  |  | $ |
| 11 |  |  |  | $ |
| 12 |  |  |  | $ |
| 13 |  |  |  | $ |
| 14 |  |  |  | $ |
| 15 |  |  |  | $ |
| 16 |  |  |  | $ |
| 17 |  |  |  | $ |
| 18 |  |  |  | $ |
| 19 |  |  |  | $ |
| 20 |  |  |  | $ |

Group Leader Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Total Cash Distributed: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**