

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: \$ _____