



Advance Form

Empl ID#:

Name:

I, _____, agree to submit an Expense Statement (with original itemized receipts attached) which adheres to the College's Travel and Other Expenses – Administrative Operating Procedure and reimburse the College for any unused funds relating to this advance by (date) _____.
I understand if I do not complete the above the amount of the advance will be deducted from my pay.

Reason for Advance : _____

Date: _____ Advance Requested: \$ _____
(CDN \$ only)

Date required: _____

Bank Account to be deposited to: _____

Employee Signature:.....

Budget Manager Signature:.....

Accounting use only:

Account #: 11513