

REQUEST FOR CONCUR TRAVEL ADVANCE

This form is used to request a **Travel Advance** of funds to be used for payment of reimbursable, travel-related expenses that cannot be paid for utilizing the University ProCard. This request form and supporting documentation, including flight details, trip itinerary, and budget form, must be emailed to Treasury.Services@uky.edu for pre-approval prior to being submitted to Accounts Payable via the Concur system.

Traveler Name:	UK Person ID#:
Address1:	City, State:
Zip:	Phone:
Department Name:	Department Number:
Email:	Amount Requested:

Date of Departure:	Date of Return:
Destination:	Estimated Repayment Date:

Justification of Request (**Required**): Please describe the purpose of the trip and why this advance is needed.

I acknowledge that I have been informed of the responsibilities in managing the Concur Travel Advance funds. I have read and agree to carry out the duties of the traveler as directed in the applicable sections of the Business Procedures Manual (BPM) **E-2-1 - Treasury Operations Manual** and **E-5-2 - Travel Advances and Repayments**. I further acknowledge that I am personally liable for these funds and promise to repay the requested amount in full to the University of Kentucky. Failure to repay by the due date may result in payroll deduction.

Traveler Name (type)	Signature	Date
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Department Budget Officer (type)	Signature	Date
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Department Head/Title (type)	Signature	Date
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Treasury Services Approving Official (type)	Signature	Date
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