

# CASH/TRAVEL ADVANCE REQUEST FORM

## UNDERGRADUATE STUDENT LIFE

Student Group Name: \_\_\_\_\_

Name of Event/Program: \_\_\_\_\_

Date of Event/Travel: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Department: 4560\_\_\_\_\_ Project: AG00\_\_\_\_\_ or UR\_\_\_\_\_

Total Amount Requested: \$\_\_\_\_\_

Business Purpose: *(Describe use of advance)*

Attach breakdown of budget

Have you utilized and/or explored other sources of funding before applying for an advance? *If yes, please explain below:*

Will the advance be distributed to other members?      Yes      No

### Cash Advance Holder

Travel Advances are only available for Columbia College and Columbia Engineering students. The advance holder will be responsible for the safety of the cash/travel advance and return of the advance and required supporting documentation. Your signature acknowledges you have read and understand the Cash/Travel Advance Policy below and the instructions for reconciliation on the reverse side of this form.

### Cash Advance Policy

1. No funds will be granted without adviser's approval on an FTF and a Cash/Travel Advance Detailed Request Form (ABC groups may also need to first submit an Event Approval Form for preliminary authorization prior to submitting a Cash/Travel Advance Detailed Request Form – check with your adviser). The organization's adviser will assess the request and determine the dollar amount of the advance, not to exceed \$1,500.
2. Each student organization is permitted to have only one open cash/travel advance at any given time. The outstanding advance must be reconciled before another new one will be approved.
3. All cash/travel advance requests must be submitted to Undergraduate Student Life (USL) Administration & Planning at least four weeks prior to the date the funds are needed.
4. These funds are to be used only for the purpose listed on the Cash/Travel Advance Detailed Request Form and in accordance with governing board, USL Administration & Planning and Columbia University policies and procedures.
5. Columbia University is tax exempt. A Tax Exemption Certificate must be used for all purchases that would otherwise include sales tax. Any payment of taxes from which Columbia is exempt will be deducted from the value of the receipts, and the advance holder will be responsible for returning those funds.

Advance Holder Name: *(Print)* \_\_\_\_\_ UNI: \_\_\_\_\_

Signature of Advance Holder: \_\_\_\_\_

Adviser Signature of Authorization: \_\_\_\_\_

### For Office Use

Received On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reconciliation Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

A&P Signature of Authorization: \_\_\_\_\_



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### *It is your responsibility to reconcile your advance!*

1. You must submit and reconcile the advance with the USL Administration & Planning team within **five** business days after returning from a trip or **ten** business days after receipt of funds for non-travel.
2. All expenditures must be documented by providing USL Administration and Planning with:
  - a. Itemized receipts showing a detail of all items purchased.
  - b. Receipts showing payment for goods/services in cash.
  - c. Receipts must contain all relevant vendor information (vendor name, address, phone number).
  - d. Under no circumstances can the advance be used to pay individuals for performances, services rendered or any other services that should be paid by contract and/or University check.

### *Failure to reconcile*

Failure to reconcile your advance with USL Administration and Planning within the given timelines will result in:

- A freeze on the organization's account preventing all forms of spending.
- Group and/or individual adjudication by the organization's adviser and USL Administration and Planning.
- Loss of the privilege to request and receive future advances for at least (1) academic year.
- Other consequences as determined by your governing board.
- Funds not returned to or reconciled with the University become taxable income to the cash advance holder. A 1099 tax form will be sent to the advance holder to report the income as required by United States federal tax guidelines.

**Your signature on the Cash/Travel Advance Detailed Request Form acknowledges you have read and understand the policy as written above. A copy of this agreement will be kept on file.**