



SOUTH CAROLINA STATE UNIVERSITY
 ORANGEBURG, SOUTH CAROLINA 29117
TRAVEL CASH ADVANCE RECAPITULATION

Actual Date of Departure: _____ Actual Date of Return: _____

Actual Departure Time from Campus: ___ am / pm Actual Arrival Time on Campus: ___ am / pm

Number of Participants: _____

Purpose: _____

Cash Advanced: \$ _____

Cash Being Returned: \$ _____

Cash Disbursed (Detailed Below) \$ _____

Index Number: _____

Account Code: _____

Expenditure Descriptions:

Meals \$ _____

Hotel \$ _____

Registration fee \$ _____

Parking \$ _____

Misc. Charges \$ _____

Total Expenditure (Receipts Attached) \$ _____

Requestor _____ Date:

Approved _____ Date: _____

A/P Approved _____ Date: _____