



**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: \_\_\_\_\_