



## Cash Advance Request

(For KU employees only)

Business Services  
 2385 Irving Hill Rd  
 Lawrence, KS 66045-7563  
 Telephone: 785-864-3441  
 Fax: 785-864-5025  
 www.kucr.ku.edu

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Date(s) of Travel or Research Activity: \_\_\_\_\_  
 Travel Destination: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

<p style="text-align: center;"><b><u>Estimated Costs</u></b></p> <p><b>Airfare*</b> _____</p> <p><b>Food</b> _____</p> <p><b>Lodging</b> _____</p> <p><b>Registration</b> _____</p> <p><b>Taxi/Shuttle</b> _____</p> <p><b>Other:</b> _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>Total \$</b> _____</p> <p><small>*utilize local accounts when possible</small></p>	<p style="text-align: center;"><b>I WILL REQUIRE A LOAN</b></p> <p style="text-align: center;"><b>IN THE AMOUNT OF \$</b> _____</p> <p><b>Date Required (mm/dd/yy):</b> _____</p> <p><small>(Allow a minimum of 5 business days to process payment.)</small></p> <p><b>Enrolled in Direct Deposit:</b> <input type="checkbox"/></p> <p><b>Mail to home address:</b> <input type="checkbox"/></p> <p style="text-align: center;"><b>KUCR Project(s):</b> _____</p> <p>_____</p> <p>_____</p>
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I will be incurring research-related expenses while conducting official business for the University of Kansas Center for Research, Inc. I understand this is a LOAN and a KUCR Travel Expense Report or other reporting of these expenses (including return of excess cash) **MUST be submitted to the KUCR Business Office within 30 days of my return** or completion of activity as stated above. Outstanding loans may be reported as income at the end of the calendar year. Requests for additional cash advance will be approved only if all prior cash advances have been fully documented in accordance with KUCR Policy.

\_\_\_\_\_  
**PAYEE SIGNATURE**

\_\_\_\_\_  
**KUCR APPROVAL**

\_\_\_\_\_  
**APPROVAL AUTHORITY SIGNATURE**

\_\_\_\_\_  
**DATE**

P/S Voucher: # \_\_\_\_\_