



# Office of Administrative Services

## Conference Cash Advance Form

FY \_\_\_\_\_

R \_\_\_\_\_

Employee W#: \_\_\_\_\_  
 Check Payable To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Fund Type (check one only):

- District-Clearing
- ASB
- Co-Curricular

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department				
Conference Information				
<p>This form is used solely to request a cash advance for an upcoming conference. Cash advances for purposes other than conferences must be completed on a Disbursement Request Form. Please submit this form to the Administrative Services Office no earlier than one month prior to the date the funds are required. The advance must be cleared within 14 days after the conference ends via a Conference Expense Claim form. All original, itemized receipts must be included with the Expense Claim, along with a copy of this form.</p> <ol style="list-style-type: none"> <li>1. Employee completes this form (sign <b>after</b> step 2).</li> <li>2. Attach a copy of your fully approved Conference Leave Request.</li> <li>3. Sign form and click <b>Submit</b> button (top-right of form) to email to Administrative Services.</li> </ol>				
Conference Title				
Conference Dates			Assigned Conference Number	
-			C _____ - _____	
Budget			Requested Amount:	
Transfer: <input type="checkbox"/> N/A   <input type="checkbox"/> Form   <input type="checkbox"/> CLASS-Web: J _____				
Fund	Org	Account	Program	Amount
-	-	-		
-	-	-		
Check Disposition				
<input type="checkbox"/> USPS Mail   <input type="checkbox"/> Campus Mailbox   <input type="checkbox"/> Other: _____				

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY				
Reviewed: _____ <i>Administrative Services</i>	Verified: _____ <i>Administrative Services Officer</i>	Approved: _____ <i>VP, Administrative Services</i>		
<input type="checkbox"/> District				
Paid by: <input type="checkbox"/> LPC	Rec'd: _____	Sent: _____	Doc #: _____	Date: _____
Please allow 30 days for processing. Advances must be closed within 14 days of the event.				TR 4/28/23