

Date: _____

To: Amber Brazil, Travel Manager

Subject: Cash Advance Approval for Travel Request

Request ID: _____

Trip Destination: _____

Trip Dates: _____

Amber,

[Please provide a detailed explanation of why you are requesting a cash advance. Your explanation should clearly demonstrate that the out-of-pocket expenses for this trip would create a significant financial burden.]

I understand that I must provide receipts for all expenses that I receive this cash advance for. If the total amount of receipts does not reach the amount that I receive the cash advance for, I will write a check to Mississippi State University within 5 business days of returning from the trip to pay back the excess funds that I received. I will also make sure that my travel expense report in Concur is submitted within 5 business days after the trip end date to clear my cash advance from MSU's balance sheet.

Sincerely,

[Sign Here]

[Printed Traveler's Name]

Department Head Signature

Dean/Director Signature

Vice President Signature