

For Fiscal Office Use

## TEES Travel Advance Request Form

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailstop: \_\_\_\_\_ FAMIS VID  
(11 Digits): 2 - \_\_\_\_\_  
Email: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Destinations: \_\_\_\_\_  
Return Date: \_\_\_\_\_  
Purpose of Travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAMIS Account to be charged: \_\_\_\_\_ Advance Amount: \$ \_\_\_\_\_

Explain how amount was derived and why a University / Agency travel card cannot be utilized: \_\_\_\_\_  
\_\_\_\_\_

**Concur Expense Report must be submitted by the 30th day after return date of trip.**  
Accounting Due Date (30 days after return date): \_\_\_\_\_  
Past due travel advances are subject to being taxable at 90 days past due.

Requested By: \_\_\_\_\_  
(Signature-Traveler)

- Mail Check
- Pick Up Check
- ACH (if set up)

Approved By: \_\_\_\_\_  
(Signature-Department Head or Designee)

\_\_\_\_\_  
(Printed Name of Approver) (Date)

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To Look Up Sales and Receivable # on FAMIS: Use customer last name on screen 632. (TR68 + XXX XX XXXX)	For Fiscal Department Use: A/P: Type 3 Dept. Ref. = TRADV 029975-1615	For Fiscal Department Use: A/R: Dept. = GL Type TA 029975-1615
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**Submit at least 5 working days prior to date of departure and allow at least two days for approvals and data entry**

Send signed / completed form to TEES Accounts Payable (3124 TAMU)