



# The University of Georgia Foundation

## Request to Clear Advance

### Section I

Date	_____	Amount of Advance	_____
Employee Name	_____	<b>Total of Attached Receipts</b>	_____
Advance Check Request #	_____	<b>Funds to be Returned or (Refunded)*</b>	_____
Advance Check Number	_____		
IFAS Account # to be Charged	_____	*The obligation created by the original Promissory Note will not be released until the full amount of receipts and/or funds are received by the Foundation office. If the enclosed funds do not equal the required amount, please attach a separate explanation. <i>If the total receipt amount exceeds the original advance amount, attach an UGA Foundation check request for the applicable refund.</i>	
Business Purpose of Expense	_____		

### Section II

\*Complete Section II if any receipts are submitted to clear the above advance. Do not complete if full advance is returned via cash/check.\*

#### Travel

- 81100** Domestic Travel       **81110** Foreign Travel

Attach a signed Travel Expense Statement, original receipts, and approved Travel Authority for out-of-state travel.

#### Entertainment

- 64100** Entertainment       **64300** Planned Event/Banquet  
 **64200** Mtg/Reception

Attach an Entertainment Reimbursement form and original receipts.

#### Other

- \_\_\_\_\_ (External Affairs & Foundation Fellows Use Only)

I affirm that the submitted payment or purchase described above is a proper charge to the indicated Foundation account according to the terms of the governing fund agreement.

\_\_\_\_\_  
(Sign & Date)

V.P./Dean Approval \_\_\_\_\_ (Sign & Date)

Department Contact Information	
Campus Address	_____
Phone #	_____
Email Address	_____

External Affairs - Financial Services Use Only

JE/CR Information

- PEID
- Account #
- Object Code
- PRJT
- POBJ
- Description

UGA Foundation Approval: