



CASH ADVANCE REQUEST

REQUEST DATE

PAYABLE TO EMPLOYEE / PAYEE

EMPLOYEE / PAYEE DEPARTMENT

EMPLOYEE /
PAYEE PHONE

EMPLOYEE /
PAYEE EMAIL

PURPOSE

(Request must include anticipated expense values, activity and location. No funds will be advanced for air travel or conference fees.)

PERIOD OF TRAVEL

FROM

TO

SETTLEMENT DATE

(3 weeks after travel completed)

FIS VENDOR NO.

BUSINESS AREA

FUNDS CENTRE

FUND

COMMITMENT ITEM

CURRENCY
(Only CAD)

AMOUNT (Budget must be available)

PREPARER NAME

PREPARER DEPARTMENT

PREPARER PHONE

BUSINESS OFFICER NAME

BUSINESS OFFICER TITLE (if different)

BUSINESS OFFICER SIGNATURE

REQUIRED: PLEASE COMPLETE THIS FORM AND ATTACH IT TO YOUR CASH ADVANCE REQUEST IN CONCUR: uoft.me/concur

Print Form