



ORANGE COUNTY COMMUNITY COLLEGE

CASH ADVANCE FORM

TO:

FROM: Kirsten Elwood, Business Office

DATE:

A cash advance has been issued to you for an upcoming college related event. (Example: travel, reception, mailing) All original receipts must be submitted ***within 30 days*** to the Business Office as backup documentation for your advance voucher. If receipts are not received ***within 30 days***, no ***FUTURE*** cash advances will be issued. In the event of a balance remaining, the money should be returned to the Business Office. If you are owed additional money, a new voucher should be submitted. Cash advances will be limited to \$250.00. Please have the advance form and/or additional voucher filled out ***completely*** with ***departmental authorization*** and ***original*** receipts attached.

In addition, please note that certain expenses are disallowed. Such as, payment for a spouse, reimbursement for alcoholic beverages, personal items and sales tax. A sales tax exempt form should be used for all travel within New York State. Tax exempt forms are available through the Business Office and on the Business Office web site.

CASH ADVANCE FORM WORKSHEET

Lodging:	_____
Meals:	_____
Mileage:	_____
Registration Fee:	_____
Other:	_____

Total:	_____
Less Advance:	_____
Balance:	_____

Return this form with all supporting receipts to the Business Office, Orange Hall.