



Cash Advance Receipt

(This original document is attached to check voucher)

_____ acknowledges receipt
 (name of employee/volunteer)

of \$ _____ to be used to cover travel cost to
 (amount)

 (name of event)

on _____.
 (date)

I have reviewed the travel policy guidelines and understand them fully. I agree to abide strictly by the terms of the policy. I will return all receipts and/or a copy of a UGA travel reimbursement form along with unused cash within 5 business days of my return. I will promptly repay this advance upon receiving any reimbursement from other sources.

 Employee/Volunteer

 Date

 CEC

 Date

Complete this section after completion of this obligation. Send a copy of completed form to the district office with your next monthly reconciliation report. Attach original with all supporting documentation to check voucher.

All cash and/or expenditure documents have been presented and the above agreement has been fulfilled.

Receipt number _____ represents cash returned. (Enter N/A if no cash was returned.)

 CEC

 Date