

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