

# PRINCETON UNIVERSITY CASH ADVANCE VOUCHER

**PAY TO:** Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address:                      Home/Local:                      Mailing:                      Campus / Frist:

To change your information in University records, use the appropriate links on the [Change My Info](http://www.princeton.edu/myinfo) web page located at: <http://www.princeton.edu/myinfo>.

P.U. ID #:	Class Year (if student):
Non-Resident Alien? Yes:      No:	Visa Type:                      If yes, Permanent Resident:
Check appropriate box:	CASH ADVANCE:                      TRAVEL ADVANCE:

**TRAVEL ADVANCE:** University funds must not be used for any non-University travel, including personal travel and travel associated with outside consulting activities.

**CASH / TRAVEL ADVANCES:** According to University policy you are required to account for this advance and return any unspent portions to the Cashier's Office 3 New South, within 10 days of incurring the expense. If this advance is not accounted for within 60 days, the amount is subject to being recorded as personal income and will be reported on your W-2.

Select: Added Comments:	
<b>TOTAL:</b>	

CHARGE / (CREDIT) number of digits indicated in parentheses

Amount	Acct (3)	Dept (3)	Project / Grant (7)	Fund (3)	Budget Year (4)	Optional 1 (15)	Optional 2 (15)	PrgCode (3)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Approved - Head of Office or Department*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*