

Travel & Entertainment and Cash Advance Repayment Form

Important: Form must be filled out in **Adobe Reader** or **Acorbat Professional 8.1** of above. To save completed forms, **Acrobat Professional** is required. For technical and accessibility assistance, contact the **CTE Card** team.

Complete and submit this form to the Cashier's Office to repay Cash Advance funds or to repay unapproved/non-compliant Travel or Entertainment Policy purchases. Example 1: Cardholder needs to return travel or entertainment related funds to the FOAPAL associated with their CTE Card (not a Cash Advance). Example 2: Cardholder must return unused portion of their previously issued cash advance. Cash should be hand deposited at the 24-hour depository located next to the **Cashier's Office** main entrance.

Section 1: Traveler Information

Form Preparer:	<input type="text"/>	Phone Extention:	<input type="text"/>
Department:	<input type="text"/>	Email:	<input type="text"/>
Mail Stop:	<input type="text"/>		

Section 2: Collections Information

Payment Due Back to Department

Payment Due Back from Cash Advance (use Index 112150)

CTE Card/Department FOAPAL	Index (Cash Advance)	Amount	Traveler Name	Trip Number

Currency & Checks Collected: (total must equal the sum of "Payment Due" on related Post Travel Forms)

<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	=	<input type="text"/>
Cash		Coin		Check <small>(payable to UC Regents)</small>		Total

FOAPAL only required for non Cash Advance repayments. Index only required for Cash Advance repayments

Section 3: Traveler or Tier 2 Repayment Certification

Print Name: _____
 Phone Ext.: _____
 Mailstop: _____
 Email: _____

(processed form will be sent to this address)

I certify that all information presented is accurate, and that the corresponding payment match "Payment Due" from the Post Travel forms.

Date: _____

Section 4: Deposit Confirmation - Cashier's Office Only

Deposit Received - Stamp Below

Signed - Main Cashier

Date

Cashier: Scan and email this form to tars@ucsc.edu and the email address listed in Section 3.