

UCSC - Travel Cash Advance Repayment Form

Important: Form must be filled out in [Adobe Reader](#) or Acrobat Professional 8.1 or above. To save completed forms, Acrobat Professional is required. For technical and accessibility assistance, contact the [finaff-tech](#) team. **Form questions:** finpolicy@ucsc.edu

Complete and submit this form to the Cashier's Office to repay any excess travel cash advance funds. Checks may be submitted with this form via intercampus mail. Cash and coin should be hand delivered with this form to the [Cashier's Office](#) and placed in the 24 hour depository. Fill out the form electronically to take advantage of automated calculations. Please print legibly if filling out form by hand.

Section 1: Traveler Information

Form Preparer:

Phone Extension:

Department:

Email:

Mail Stop:

Section 2: Cash Advance Collections Information

Index	Amount	Traveler Name	Trip Number
112150			
112150			
112150			
112150			
112150			

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

+ + =
 Cash + Coin + Check (payable to UC Regents) = Total*

* "Total" field calculations may not work when form is opened in web browser; download form and open with Adobe Reader or Acrobat for best functionality.

Section 3: Traveler or Tier 2 Cash Advance 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 payments match "Payment Due" from the Post Travel forms.

Date: _____

Section 4: Deposit Confirmation - Cashier's Office Only

Signed - Main Cashier

Date

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

Deposit Received - Stamp Below