

Travel Advance Data Sheet

Please obtain department approval and send to Becky Currier in the Forestry, Oceanic, and Atmospheric Business Center, 270 Strand Hall. Email rebecca.currier@oregonstate.edu or call 541-737-3188 with questions.

Name

OSU ID Number

Date Advance Needed

City

Country

Departure Date

Return Date

Business Purpose (be specific):

Ground Transportation

Lodging

Meals

Other

Index

Activity Code

Specify Other:

Total Estimated Cost

Specific Calculation of Advance (ex. 4 nights lodging @ \$150 = \$600):

Department Approval Signature

Printed Name and Title

Date