

# Travel Advance Data Sheet

Please obtain department approval signature and send to Kristie Williams in Forestry Accounting, 154 Peavy Hall. Email [Kristie.Williams@oregonstate.edu](mailto:Kristie.Williams@oregonstate.edu) or call 7-3188 with questions.

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**Name**

**OSU ID Number**

**Date Advance Needed**

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**City**

**Country**

**Departure Date**

**Return Date**

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**Business Purpose (be specific):**

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**Ground Transportation**

**Lodging**

**Meals**

**Other**

**Index**

**Activity Code**

**Specify Other:**

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**Total Estimated Cost**

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

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**Department Approval Signature**

**Printed Name and Title**

**Date**

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