

St. Olaf College

Int'l Studies and CLL Approver Advance Return Form

(receipts gathered and filed with approver)

Person Using Advance/ Credit Card Holder:							
Unit #:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">10-</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">-11650</td> <td style="width: 33%;"></td> </tr> <tr> <td style="text-align: center;">company</td> <td style="text-align: center;">unit</td> <td style="text-align: center;">account</td> </tr> </table>	10-	-11650		company	unit	account
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company	unit	account					
Cash Advances from Business Office	_____						
Check/Travelers Check Advances	+ _____						
ATM advances	+ _____						
Total Advance Amount	= _____						
Total Expenses from Attached	_____						
Amount returned with this form	_____						
Amount due to Employee	_____						

By signing below, I understand that I am accountable for verifying the following items:

The employee has returned any excess advance to the college

I have verified that all expenses related to the advance are valid St. Olaf business expenses

I have proper documentation to substantiate all unreturned funds from the advance (including detailed receipts, names of all parties at meals, etc.)

The total advance amount above that is not being returned can be expensed to 68900.

I have and will keep the documentation to substantiate these expenses according to St. Olaf retention guidelines (keep for approx 7 years after fiscal year end)

Summary for these expenses is attached to this form

Approver Signature

Date

Printed Name

Phone