

Tower Foundation
 One Washington Square
 San Jose, CA 95192-0183
 408-924-1779

Request for Travel Advance

(No Requisition Required)

Please submit this form with the Travel Approval Form. SJSU Student Travel Informed Consent Form must be submitted if the traveler is SJSU student.

Tower Account Number: _____

Traveler's Name: _____

Job Title: _____

Home Address: _____

Social Security Number: _____

US Citizen or Permanent Resident? Yes No

If not, type of Visa and Country of origin:

ROUTING

Mail to Payee

Mail Intercampus *Ext Zip* _____

Pick-up *Phone* _____

Destination: _____

Dates of Travel: _____

Purpose of Trip *(Include name of conference or event description):*

Estimated Expenses

Airfare _____

Ground Transportation _____

Registration _____

Lodging _____

Meals _____

Other _____

TOTAL _____

**Tower Foundation
 Advance Requested:** _____

I understand that when receiving an advance, if I fail to submit a reconciliation with receipts, the travel advance becomes reportable income and will be reported to the IRS on form 1099. I understand that I am responsible for complying with the Tower Foundation [Travel Policy](#).

 Traveler's Signature Date

 Account Authorized Signature Date

Tower Foundation Accounting Use Only

Object Code:		Amount:	
Tower Foundation Approval:		Date:	