

# TRAVEL ADVANCE REFUND

UNIVERSITY OF FLORIDA

## GENERAL INSTRUCTIONS

**ALL TRAVEL ADVANCE REFUNDS:**

Endorse/stamp the back of the check and forward the check and the completed Travel Advance Refund Form to:  
**Travel Office, PO Box 115350, 114 Elmore Hall.**

## ORIGINAL EXPENSE INFORMATION

Traveler's Name (if applicable)	
Traveler's UFID (if applicable)	
Cash Advance #	
Travel Expense Report #	

## CHARTFIELD OF ORIGINAL EXPENSE

Original Amount	Reimbursement Amount	Dept ID	Fund Code	Program	Account Code	Source of Funds	Project	Flex	UFID	CRIS

## CONTACT INFORMATION

Department Name	
Campus Address	
Contact Name	
Contact Phone Number	
Contact Email	

## REFUND INFORMATION

Tender type (Cash, Check, EFT)	
Amount of refund	
Date refund received	

## DEPOSIT INFORMATION

Deposit Unit	
Deposit ID	
Date of Deposit	