



Accountable Advance Request

				REQUEST DATE	
PAYABLE TO EMPLOYEE / PAYEE		EMPLOYEE / PAYEE DEPARTMENT & ADDRESS		CHEQUE DELIVERY	
EMPLOYEE / PAYEE SIGNATURE		EMPLOYEE NUMBER (Optional)	EMPLOYEE/ PAYEE PHONE	<input type="checkbox"/> MAIL	<input type="checkbox"/> PICK UP 73 QUEEN'S PARK CRES, RM 116
				EMPLOYEE/ PAYEE EMAIL	
<p>EMPLOYEE / PAYEE DECLARATION - By signing this form, I have read and agree to abide by the University's published procedures and policy for Accountable Advances. PUBLISHED POLICY AND PROCEDURES ARE LOCATED HERE: http://www.vicu.utoronto.ca/about/financial/Financial_Management_Procedure_Manual.htm#Accountable+Advances</p>					
PURPOSE (Request must include anticipated expense values, activity and location. No funds will be advance for air travel or conference fees)				PERIOD OF TRAVEL	
				FROM	
				TO	
				SETTLEMENT DATE (3 weeks after travel completed)	
COMMITMENT ITEM CHEQUE	CURRENCY (Only CAD or USD)	AMOUNT (Budget must be available)			
CONTACT NAME		CONTACT DEPARTMENT		CONTACT PHONE	
				CONTACT EMAIL	
PRINT APPROVER NAME		PRINT APPROVER TITLE		APPROVER SIGNATURE	
<p>REQUIRED: COMPLETE ALL FIELDS AND SUBMIT ORIGINAL FORM TO: ACCOUNTS PAYABLE, FINANCIAL AND PAYROLL SERVICES, 73 QUEEN'S PARK CRES., ROOM 116</p>					