



NON-EMPLOYEE CASH ADVANCE

Travel/Business Hosting Advance Request/Promissory Note

Name _____ Dept Name _____
Last First MI

Address _____

E-mail _____

- Student Student ID # _____
- GuestSupplier ID # (if known) _____

Fund (5)	Dept ID (6)	Account	ShortCode
		122400	

Purpose _____

Destination _____ Departure _____

Return _____ Advance Due _____
(45 days after return/event date)

Advance Amount _____

I acknowledge the receipt of the Advance Amount and agree to account for it by submitting a Travel/Business Hosting Expense Report by the Advance Due date. Should I fail to do so, I agree to repay the Regents of the University of Michigan

Traveler/Host Signature

*I certify that the terms, restrictions, and qualifications set forth in this form's administration policy are met and that the payments are in compliance with all conditions imposed by the funding source.

Signature – Sponsor Signature for Student Title Uniqname

Approval Signature* Title Uniqname

***up to \$4,999 Higher Administrative Authority**
\$5000 - \$9,999 Department Chair/Department Manager
\$10,000 or above Chancellor, Vice-Chancellor, Vice President, Dean or Major Director Signature

Routing Instructions: Attach this completed document to the [Supplier Maintenance eForm](#) which can be found on the Shared Services Center website (ssc.umich.edu) under Forms.

Please note: The advance minimum is \$100 for students, post docs, research fellows and house officers. Cash payments are only available at the University's Cashier's Office. Advances must be accounted for within 45 calendar days of completion of the trip/event by submitting a Travel and Business Hosting Expense Report to the Accounts Payable Office. Please refer to the SSC Travel Cash Advance website for additional details (<https://ssc.umich.edu/travel-expense/travel-cash-advances/>).