



Departmental Advance Reconciliation Report

Financial Services
 Youngberg Hall
 2385 Irving Hill Rd
 Lawrence, KS 66045-7563
 Telephone: 785-864-3441
 Fax: 785-864-5025
 www.kucr.ku.edu

Name: _____ Date: _____

Address: _____ Phone: _____

E-mail Address: _____ Dept: _____

Cash Advance Voucher #: _____

Please use this form to reconcile expenses for departmental cash advances.
Original receipts must accompany this report.

Date of Expense	Brief Description and Purpose for Items Purchased	Cost	Funding	Account Code
Total Expenses:				

I certify the above expenses are true and unpaid and have been acquired while involved in official KUCR activities. Original receipts are included with this report.

SIGNATURE

APPROVAL AUTHORITY SIGNATURE

Total Cash Advance:	
Less Total Expenses:	
Balance Due Payable to KUCR:	
Balance Due Payable to Traveler:	