

IAS & Overseas Travel Advance Request Form

Official Use Only:
TA _____

****Please attach supporting documentation****

Student or Employee ID #: _____

Full Name: _____ Email Address: _____

Mailing Address or Campus Box: _____

Trip Start Date: _____ Trip End Date: _____

Destination: _____

Reason for Travel Advance (Check all that apply or write in explanation):

Airfare Lodging Meals Registration Ground Transportation

Other: _____

Purpose of Travel (Check one of the following or write in explanation):

Research Training Study Abroad

Conference (List name of event): _____

Other: _____

Account to charge (Please check one of the following):

SR Code (Optional): _____

AAS Minor Faculty Research Account GCP (91210) IAS Discretionary (91022F)

IAS Faculty Research Development Fund IAS General Dept Fund Overseas General Dept Fund SIR (91022A)*

Speaker Series (94067) WUIR (94070) Other (please list): _____

***All SIR expense reimbursements require SIR Treasurer approval before processing**

SIR Treasurer Approval _____

Turn in to Alex Espeseth: CB 1088 aespeseth@wustl.edu 935-6123

Official Use Only:

Administrator Approval: _____