

Tower Foundation  
 One Washington Square  
 San Jose, CA 95192-0183  
 408-924-1779

## Request for Travel Advance

(No Requisition Required)

Please submit this form with the Travel Approval Form. SJSU Student Travel Informed Consent Form must be submitted if the traveler is SJSU student.

**Tower Account Number:** \_\_\_\_\_

Traveler's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Social Security Number: \_\_\_\_\_

US Citizen or Permanent Resident?  Yes  No

If not, type of Visa and Country of origin:  
 \_\_\_\_\_

### ROUTING

Mail to Payee

Mail Intercampus *Ext Zip* \_\_\_\_\_

Pick-up *Phone* \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Purpose of Trip (*Include name of conference or event description*):  
 \_\_\_\_\_

### Estimated Expenses

Airfare \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Registration \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

### Tower Foundation

**Advance Requested:** \_\_\_\_\_

I understand that when receiving an advance, if I fail to submit a reconciliation with receipts, the travel advance becomes reportable income and will be reported to the IRS on form 1099. I understand that I am responsible for complying with the Tower Foundation [Travel Policy](#).

\_\_\_\_\_  
 Traveler's Signature Date

\_\_\_\_\_  
 Account Authorized Signature Date

#### Tower Foundation Accounting Use Only

Object Code:	_____	Amount:	_____
Tower Foundation Approval:	_____	Date:	_____