

Santa Clara University

Club Sports: Advance Request Form

Please print or type legibly

Name: _____ Club Team: _____

Departure Information: Date: _____ Time: _____

Date Advance Needed: _____

All travel advances must be requested two (2) weeks in advance

Type of Advance: Game Travel Home Game Food Other _____

Anticipated Expenditures	Amount Requested
Meals	\$ _____
Transportation	\$ _____
Lodging	\$ _____
Miscellaneous Expenses	\$ _____
TOTAL	\$ _____

Currency Request (if needed)	Dollars
x 1's	\$ _____
x 5's	\$ _____
x 10's	\$ _____
x 20's	\$ _____
x 50's	\$ _____
x 100's	\$ _____

Signature: _____

Date: _____

Note: Advances must be cleared within 14 days of the trip's completion. No future advance will be issued until previous advances are cleared.