



Monthly Travel Advance Request

California State University Employees Union • Headquarters • 1108 O Street, Fifth Floor • Sacramento, CA 95814

DATE

TO

**CSUEU Headquarters
1108 O Street, 5th Floor
Sacramento, CA 95814**

FROM

Title

Address to Send Advance Checks

City

State and Zip Code

Under IRS Ruling 943 in the U.S. Master Tax Guide, an advance to cover expenses falls into an accountable plan, which states that "the employee / (member) must return to the employer amounts in excess of the substantiated (or deemed substantiated) expenses ... An employee / (member) must return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. If the employee / (member) fails to return the excess within a reasonable period of time amounts retained will be treated as paid under a nonaccountable plan and must be included in income by the employee / (member) ... The following are treated as occurring within a reasonable period of time: (1) advance payment – 30 days before reasonable anticipated expenses are paid (or incurred); (2) substantiation – 60 days after expenses are paid (or incurred); and (3) return of excess amounts – 120 days after expenses are paid (or incurred)."

By signing below, I agree to the terms of the above ruling.

Signature

Date

ADVANCE REQUEST #1

\$ _____
Amount Requested

Travel To (Location)

Meeting Attended/Other Purpose

Departure Date

Return Date

ADVANCE REQUEST #2

\$ _____
Amount Requested

Travel To (Location)

Meeting Attended/Other Purpose

Departure Date

Return Date

ADVANCE REQUEST #3

\$ _____
Amount Requested

Travel To (Location)

Meeting Attended/Other Purpose

Departure Date

Return Date

FOR HEADQUARTERS USE ONLY

\$ _____
Prior Advances Outstanding

Manager's Approval

Date