Travel Advance Return Form

(This form is used to return unused travel advance funds.)

University ID (V#): _____

Traveler's Name: _____
(Last Name, First Name)

Amount Returned: **$**_____

Index: TRVADV

Account: 130222

Fund Code: 13100U

Traveler's Signature: _____

Date: _____

IMPORTANT

A printed copy of this completed form is required. Please bring this form to the Cashier's Office along with your payment. **In order of preference:**

1. **In Person (Cash, Check, Money Order, or Card):** Grace E. Harris Hall, 1015 Floyd Ave., 1st Floor (Cash window hours: Mon–Fri, 9:00 a.m.–3:00 p.m.).
2. **Drop Box (Check or Money Order only):** Located outside Room 1002 in Harris Hall (Monroe Park Campus) or on the 2nd floor of the VMI Building next to the elevator (MCV Campus). **Do not place cash in drop boxes.**
3. **By Mail (Check or Money Order only):** VCU Cashier's Office, Box 842506, 1015 Floyd Ave., 1st Floor, Richmond, VA 23284-2506. **Do not mail cash.**

QUESTIONS?

This form is for the return of unused travel advances only. If you have questions regarding your travel advance or the amount being repaid, please contact the VCU Travel Team at travel@vcu.edu before making your payment.

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