



Pre-Trip Payment Request

This form must be forwarded to Accounts Payable Travel section to initiate action on a DaFIS Direct Charge document for pre-trip payment. This form must not be used to replace an original invoice. All supporting documents must be attached.

Cash Advance

Lodging

Conference / Registration Fee

Other: _____

Date: _____

From: _____

Dept: _____

Phone: _____

E-mail: _____

DaFIS Doc #: _____

Payable to: _____

Amount: _____

Reason for Advance Request