University of South Carolina
Travel Advance Settlement Form

Submit this Settlement Form and all documentation to:
USC Controller's Office Travel Department
1600 Hampton Street, Suite 613
Columbia, South Carolina 29208

Date: _____

Cash Advance Custodian: _____

Date of Original Advance: _____ **Voucher # of Original Advance:** _____

Original Chartfields:

Operating Unit	Department	Fund	Class Field	Account Code	PC Business Unit	Project	Activity

Settlement Details

Amount of Original Cash Advance _____

PART I: Summary of Receipts

Please attach all itemized receipts associated with this cash advance (receipts must show proof of payment). Summarize the receipts below and include the chartfields to which the receipts are to be charged. If only one chartfield then you may enter once.

Vendor	Amount	Operating Unit	Department	Fund	Class Field	Account Code	Business Unit	Project	Activity

Total Receipts 0.00

PART II: Summary of Deposits

Please list all deposits that were made of residual funds and attach a copy of the deposit receipt to this Settlement Form.

Vendor	Amount

Total Deposit Receipts 0.00

PART III: Additional Payment Due 0

PART VI: Participate List, Gift Card Recipients (As needed)

Please provide a list of all participants, gift card recipients, team travel participants.

Part V: Certification

I certify that all funds were used for official business for the University of South Carolina.

_____ _____

Signature **Date**