



# FURMAN

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## STUDY AWAY CASH ADVANCE RECONCILIATION

*To be submitted to Janie Burton within 30 days of conclusion of program*

PROGRAM NAME \_\_\_\_\_

FACULTY NAME \_\_\_\_\_

DATES OF TRAVEL \_\_\_\_\_

A. TOTAL FUNDS ADVANCED TO FACULTY                      A. \_\_\_\_\_  
Includes cash and travelers checks advances

EXPENSES PAID FROM FUNDS ADVANCED  
Attach complete details with receipts

B. LODGING    B. \_\_\_\_\_

C. MEALS    C. \_\_\_\_\_

D. TRANSPORTATION    D. \_\_\_\_\_

E. TOURS    E. \_\_\_\_\_

F. ADMISSIONS    F. \_\_\_\_\_

G. THEATER TICKETS    G. \_\_\_\_\_

H. OTHER (give full details)                                    H. \_\_\_\_\_

I. TOTAL FUNDS EXPENDED (sum B through H)            I. \_\_\_\_\_

J. FUNDS OWED FURMAN: complete only if  $A > I$         J. \_\_\_\_\_  
(subtract I from A)

K. FUNDS OWED FACULTY: complete only if  $I > A$         K. \_\_\_\_\_  
(subtract A from I)

FACULTY SIGNATURE & DATE \_\_\_\_\_