



## Long Term Activity Advance

This form is used for long-term research or other extended activities typically conducted away from campus.

Recipient's name \_\_\_\_\_

Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate Student ☐

Department \_\_\_\_\_ Mailstop \_\_\_\_\_

Handling instructions: ☐ pick up ☐ send to recipient: provide address if different than department mailstop

Name of Project: \_\_\_\_\_

Business Purpose for Cash Advance \_\_\_\_\_

Beginning date of project \_\_\_\_\_ End Date of Project \_\_\_\_\_

Provide the chart string that will be charged when the advance is settled.

Account (4)	Fund (2)	DeptID (5)	Program (5)	Project/Grant (9,6)	Amount
Total:					

A detailed advance budget must be provided below. Advances are for non-travel expenses which cannot be purchased with the University Corporate Card, University PCard or paid directly to the vendor via submission of an invoice. Non-travel related advances may not be used to pay other individuals for services performed except human subject payments.

Individual Expenses Items	Advance Amount
Total Advance Requested	\$

I, the undersigned advance recipient, certify (a) that these funds will be spent for legitimate Brandeis University business purposes, and (b) that all funds will be returned to Brandeis or accounted for as required by University policy within 45 business days of the end date noted above. Failure to settle the advance within the allowed time period will result in the reporting of this advance as income to the recipient by adding it to their W-2, and automatically charging it to the department.

Signature of Recipient \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Budget Manager / PI (for grant funded expenses) \_\_\_\_\_ Date \_\_\_\_\_

Dean/VP \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Requested By \_\_\_\_\_ Ext. \_\_\_\_\_