



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. _____