



## 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**