



Advance Reconciliation Form

Accounting Dept Use
\_\_\_ Advance Log
\_\_\_ Reroute for Completion
\_\_\_ Returned to Accounting

Instructions: University Policy requires that this form, including any receipts or supporting documentation, be turned in to Accounts Payable within two weeks after event has occurred; otherwise the advance will be charged to your 10-10 Account.

Department

Department Number: \_\_\_\_\_

Payee Information

Advance Given To: \_\_\_\_\_ NU ID Number: \_\_\_\_\_

Classification: [ ] NU Employee [ ] NU Student [ ] This is a new address.

Address Address City State Zip Code

Advance Information

Date Advance Received: \_\_\_\_\_ Amount of Advance: \_\_\_\_\_

Itemized Expenses

Table with 2 columns: Business Purpose (Use Negative Amounts), Amount. Includes a total row: Amount Due University / (Amount Owed to Payee): \$

Required Signatures

Person Responsible for the Advance

Department Head Approval, if additional funds are owed to Payee

Accounts Payable Clerk

Amount Due University?
Any amount due the University must be paid to the Cashier prior to sending this form to Accounting; attach proof of receipt with other supporting documentation.