WINONA
STATE UNIVERSITY

Cash Advance Request for Student Club/Organization Travel

Club: _____

Make check payable to: _____ Tech ID: _____
(WSU club advisor)

Cost Center: _____

Travel Destination: _____

Dates of travel: _____

Date check needed: _____

Estimate of Expenses

Transportation (rental vehicle, taxi, etc.): $_____

Lodging: # of nights _____ X nightly rate $_____ X # of rooms   = $ _____

Meals: breakfast $ _____   lunch $ _____   dinner $ _____ = $ _____

Registration Fee/Entry Fee: $ _____

Miscellaneous: $ _____

Total Estimated Costs: $ _____

Requested by: _____   Date: _____

Authorized by: _____   Date: _____

All cash advances must be settled within five business days of trip completion