# Marshall University

## Team Account ATM Cash Advance Reconciliation

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|---|---|
| Account Name: | Card Holder Name: |
| Address: | United Bank Card #: |
| City/State/Zip: | Headquarters: |
| Department: | Dept. Contact Name: |
| Purpose of Travel: | |

| DATE | NAME / DESCRIPTION | AIR | RENTAL CAR | MEALS | LODGING | OTHER | TOTAL |
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| **TOTALS:** | | | | | | | |

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| Subtract The Amount Of The Cash Advance | ( ) |
| Deposit Balance With Travel Management Service | |

| AGENCY ACCOUNT INFORMATION (Complete this area when depositing unused balance) | AMOUNT |
|---|---|
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**Use this form to reconcile ATM cash advances to actual expenses. Attach, with receipts, to United Bank Team Account invoice when processing invoice for payme**
**Questions: Call Accounts Payable, (304) 696-2214**