



Marshall University

Team Account ATM Cash Advance Reconciliation

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
TOTALS:							
				Subtract The Amount Of The Cash Advance			
				Deposit Balance With Travel Management Service			

AGENCY ACCOUNT INFORMATION (Complete this area when depositing unused balance.)	AMOUNT

Use this form to reconcile ATM cash advances to actual expenses.