

Marshall University

Team Account ATM Cash Advance Reconciliation

City/State/Zip: Headquarters: Department: Dept. Contact Name:	Account Name:			Card Holder Name:					
Department: Dept. Contact Name: Purpose of Travel: DATE NAME/DESCRIPTION AIR RENTAL CAR MEALS LODGING OTHER TOTAL AIR RENTAL CAR MEALS LODGING OTHER AIR RENTAL CAR MEALS LODGING OTHER TOTAL AIR	Address:								
Purpose of Travel: DATE NAME/DESCRIPTION AIR RENTAL CAR MEALS LODGING OTHER TOTAL AIR RENTAL CAR MEALS LODGING O	City/State/Zip:			Headquarters:					
DATE NAME/DESCRIPTION AIR RENTAL CAR MEALS LODGING OTHER TOTAL RENTAL CAR MEALS LODGING OTHER TOTAL TOTAL TOTAL Subtract The Amount Of The Cash Advance Deposit Balance With Travel Management Service	Departmen	nt:	Dept. Cont						
TOTALS: Subtract The Amount Of The Cash Advance Deposit Balance With Travel Management Service	Purpose of Travel:								
Subtract The Amount Of The Cash Advance Deposit Balance With Travel Management Service	DATE	NAME/DESCRIPTION	AIR	RENTAL CAR	MEALS	LODGING	OTHER	TOTAL	
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Subtract The Amount Of The Cash Advance Deposit Balance With Travel Management Service									
Deposit Balance With Travel Management Service	TOTALS:								
	Subtract The Amount Of The Cash Advance								
AGENCY ACCOUNT INFORMATION (Complete this area when depositing unused balance.) AMOUNT	Deposit Balance With Travel Management Service								
AGENCY ACCOUNT INFORMATION (Complete this area when depositing unused balance.) AMOUNT									
	AGENCY ACCOUNT INFORMATION (Complete this area when depositing unused balance.)							AMOUNT	

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