

Documents Required to Request a Study Abroad Cash Advance

- **GGC Payment Request Form**
- **Study Abroad Cash Advance Request Form**
- **Study Abroad Cash Advance Request Expense List**
- **Support for items on the Study Abroad Cash Advance Request Expense List (ex. print out from museum website showing admission cost, support for conversion rate used)**
- **Study Abroad Participant List**
- **Prior Approval for study abroad trip for employee requesting cash advance**

Documents Required to Close Out a Study Abroad Cash Advance

- **Study Abroad Cash Advance Deposit/Close Out Form**
- **Study Abroad Cash Advance Request Expense List**
- **Receipts for all items on the Study Abroad Cash Advance Request Expense List**
- **Receipt from GGC Student Accounts showing where remaining cash advance funds were returned to agency account, if applicable.**

***If you have out of pocket expenses related to the study abroad trip for which you need to be reimbursed and you received a cash advance, the cash advance must be closed out before the expense report can be processed by Accounting Services.**
