



- You are entitled to an **out-of-pocket** advance **at any time**
- You are entitled to a **cash** advance if your travel is **≤ 30 days away**
- Out-of-pocket advances cover items for which you have already paid (e.g., airfare, conference registration, hotels)
- Cash advances may also cover anticipated expenses (e.g., food)
- **Always specify whether you want a cash or out-of-pocket advance**
- If someone else is completing your request, make sure the correct advance has been selected

Payment Information							
Request date	Destination City	Start Date	Return Date	Advance Type	Purpose	Currency	Amount \$
18-May-2022	Pasadena	13-Jun-2022	16-Jun-2022	Cash advance	Travel	CAD	

This document is an aide. For detailed policies, consult [www.mcgill.ca/financialservices/travel/procedures](http://www.mcgill.ca/financialservices/travel/procedures) (see items PR1.2 for out-of-pocket and PR1.3 for cash)