

UNIVERSITY OF ILLINOIS
INVOICE VOUCHER AND TRAVEL/PROGRAM ADVANCE FORM
Chicago/Springfield/Urbana-Champaign

NOTE: All payments to non-employee Foreign Nationals must be submitted to PAYROLL using the Foreign National Payment Form.

Name:	Dept. Name & M/C Access & Equity 602	Encumbrance #	UPAY Use Only
<u>Banner Vendor Number:</u>	Dept. Contact: Keana Galloway	Final Payment?	Banner Document #
Remittance Address (insert on lines below):	Phone: 312-413-3475	Payment Due Date:	Address Sequence:
	<u>Travel/Program Advance?</u>	Invoice/Service Date:	Address Code:
	<u>Amount of Advance:</u>	Vendor Reference:	Check Print Location:
	Date of Departure?	Special Handling:	1099? Yes No
	Date of Return?	# to call for check pickup	Encl? Yes No
	Purpose of Trip?		OBFS Approval:
Wire Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No Form Link	Traveler Signature/Date:		

<u>COMPLETE DESCRIPTION OF ARTICLES OR SERVICES RENDERED (attach supporting documentation)</u>	AMOUNT
Grand Total	\$ -

"I certify that the goods or services specified on this voucher were for the use of this agency and that the expenditure for such goods or services was authorized and lawfully incurred, that such goods or services meet all the required standards set forth in the purchase agreement or contract to which this voucher relates; and that the amount shown on this voucher is correct and approved for payment. If applicable, the reporting requirements of section 5.1 of 'An Act to create the Bureau of the Budget and to define its powers and duties and to make an appropriation,' approved April 16, 1969, as amended, have been met."

Dept. Authorized Signature: _____ **Date:** _____

Additional Approval: _____ **Date:** _____

FOAPAL (* = Required Fields; For Travel Advance, complete Chart code on last line)								
Chart*	Index	Fund*	Orgn*	Acct*	Program*	Activity	Location	Amount
FOP TITLE:								
2		100010						
FOP TITLE:								
FOP TITLE:								
FOP TITLE: Travel Advance (*Complete Chart Code below)								
		200450		53080				\$ -

Payment of interest may be available if the State fails to comply with the State Prompt Payment Act, (Ill. Rev. Stat. 1991, Ch. 127, Par. 132.400) (30 ILCS 540/0.01).