



**TO:** Dr. A. Dale Whittaker, Provost and Executive Vice President

**FROM:** \_\_\_\_\_  
Principal Investigator

**DATE:** \_\_\_\_\_

**SUBJECT:** Approval of Field Advance

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Amount of advance requested \$ \_\_\_\_\_

Department #/Project # \_\_\_\_\_

Department/Project name \_\_\_\_\_

Primary Location of activities requiring advance \_\_\_\_\_

Date funds are required \_\_\_\_\_

Date by which funds will be reconciled \_\_\_\_\_

An advance of funds is necessary to accomplish the requirements of the referenced project. As Principal Investigator, I am responsible for the disbursement of these funds in accordance with all requirements of the research project and applicable Florida Statutes. I understand that a full accounting of all expenditures of the funds is required by my obtaining and retaining receipts for submission to the Division of Finance and Accounting at Research Pavilion Suite 300 +0975, Orlando, FL within 15 work days of my return or within 15 days of the completion of the activities requiring the advance.

***A Project Summary and Field Advance Budget are attached.***

*Signature:*

Principal Investigator \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

*Reviewed and Approved:*

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Signature: Dean \_\_\_\_\_ Date \_\_\_\_\_

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Signature: Provost and Executive Vice President or designee \_\_\_\_\_ Date \_\_\_\_\_