

**UNUSED CASH ADVANCE REPAYMENT RECEIPT**

**Received from:**

**Name:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_

**Cash Advance Name (or Key):** \_\_\_\_\_

**Amount: \$** \_\_\_\_\_ **Paid by:** ☐ **Cash** (Do NOT send cash by inter-office mail)

☐ **Cheque #** \_\_\_\_\_

☐ **Money Order**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*This section for Financial Services use only*

**Received by: Financial Services**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email** \_\_\_\_\_

**If sending by mail, please include your email so we can send you a copy to attach to your claim**

**NOTE: Please scan and attach to your expense report after it has been signed by Financial Services. For detailed instructions on how to do this, please refer to guidance document titled: Cash Advance, Returning Unused Amounts.**

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