

Travel Advance Instructions

- If an advance of funds is needed, the **Authorization for Travel Advance** form must accompany the Travel Authorization form.
- The Authorization for Travel Advance form is located on the Controller's Office website:
<http://suu.edu/ad/controller/forms.html>
- Travel advances are available 3 business days prior to the date of departure.
- The Authorization for Travel Advance (along with the Travel Authorization form) needs to be submitted to the Purchasing Office no later than 5 business days prior to the **date the advance is to be paid.** (Note this date may be more than 5 days before departure if the advance check is requested 3 days prior to departure.) Please take weekends and holidays into account.
- Advances are available for 75% of out-of-pocket expenses. If students are involved in the trip, an advance for 100% of out-of-pocket expenses is available. (If motor pool is being used, that amount is not eligible to be included in the advance amount.) "Out-of-pocket" expenses are defined as meals (per diem), personal automobile expenses, taxis, parking, and minor incidentals. In no case will advances for less than \$30.00 be made.
- Students are not eligible for travel advances. The Advisor traveling with the student(s) should include the student on their travel authorization and may request advance money to cover student's out-of-pocket expenses. **That Advisor is then responsible for all receipts associated with the advance money.** If meal money is distributed, that money must be signed for by the recipient. You may contact our office for a signature form template.
- The amount of the Travel Advance will be charged to the traveler's personal account. Travel or other reimbursement forms supported by proper documentation must be submitted within 10 days of return from the trip. Once all reimbursement documentation has been processed, the traveler's personal account will be cleared. Travel advances which are not cleared within thirty (30) days after the actual trip will be deducted from the faculty or staff member's salary check.
- **Keep in mind that Corporate Travel Cards are also available through Purchasing. This is a personal liability card which is designated specifically for travel related use. For more information, refer to the Purchasing Department's website.**

The form is on the following page. Print out the form, fill it out, and submit to the Purchasing Office with the Travel Authorization form no later than 5 business days prior to the date the advance is to be paid.

SOUTHERN UTAH UNIVERSITY
AUTHORIZATION FOR ADVANCE
(Must be submitted at least 5 days before advance is required)

Date _____

864800-1635
Personal Account

TO: The Controller
Campus

I hereby request an advance of \$ _____ by _____
For the following purpose: (Date)

1. Travel of University Business. (Yellow copy of Travel Authorization must be attached.) I certify that the amount requested is not in excess of 75% of estimated cash outlay and does not include auto transportation. (No advance will be made for less than \$30.00.)

ADDITIONAL PAYEE CERTIFICATION AND AUTHORIZATION:

2. I hereby authorize the charge of this advance to my personal account.
3. I hereby certify that I am an employee of Southern Utah University
4. I hereby authorize the assignment of the amount of this advance or any part thereof from wages, reimbursement, or other compensation that may become due me from the University.
5. I understand that travel or other reimbursement forms supported by itemized and receipted invoices must be submitted at once when the trip or emergency is over and that the deduction authorized in (4) above will be applied if reimbursement form and full repayment of advance is delayed more than 10 days.

Signature _____

APPROVED

Amount: \$ _____

Accounts Payable Supervisor