

# Travel Advance Instructions

- Travel advances are available 3 business days prior to the date of departure.
- The Travel Authorization for a Travel Advance must be submitted 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.
- A generated Travel Advance e-mail is sent to the Accounts Payable Manager to process after the Travel Authorization has been approved by the department supervisor.
- 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.) In no case will an advance for less than \$30.00 be given.
  - "Out-of-pocket" expenses are defined as meals (per diem), personal automobile expenses, taxis, parking, and minor incidentals.
- 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.**