

# Travel Advances

5/06/03

- Advances for individuals or group travel may be issued to the traveler, at the discretion of the Travel Administrator.
- Advances may be issued for special expenditures in the field if approved by the Travel Administrator.
- Advances may be issued to non-university employees and to employees authorized to utilize or obtain a corporate travel card, if approved by the Travel Administrator. Employees may receive a one time advance before getting a personal travel card.
- All advances must be requested on a Travel Authorization Form and the request must be signed by the traveler, unless the Travel Administrator approves processing without the travelers signature.
- All advances are to be for no more than 80% of the expected meal Per Diem and Out of Pocket Incidental expenses. All advance requests for Lodging, Transportation and other Miscellaneous expenses and or 100% advances requests must be pre-approved by the Travel Administrator on a case by case basis.
- All advances in excess of reimbursable expenses must be repaid at the time of submittal of the travel expense report, which is required to be submitted within 15 days of trip completion.
- Uncleared advances may be deducted from an employee's pay, if an expense report is not submitted or amounts due to the university on an expense report are not paid within 30 days of the travelers return.
- In lieu of travelers requesting advances travelers should utilize the university corporate credit card or use their personal credit card and thereby request reimbursement for such charges on their expense reports. The Travel Department attempts to process all expense reports in five Days or less. Any traveler who would like to receive a university credit card should contact the Travel Department for an application.

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