

## Travel Advances

A travel advance is available to employees who do not wish to pay for the entire cost of traveling upfront.

If a travel advance is desired, the appropriate box on the Travel Authorization form should be checked. An advance can be issued to cover expenses for receipted items: hotel, meals, and conference registration fees. **The cost of airfare will not be covered by an advance.** All airfare arrangements must be made by the Purchasing Office.

Travel advances will generally not include amounts for mileage unless specifically requested by the traveler and stating why reimbursement is not reasonable.

Approximately 2 weeks prior to travel, the traveler must contact the Accounts Payable Office at extension 4509 or 4518 to confirm the travel advance and make arrangements to pick up the travel advance check. The traveler will be required to sign a Promissory Note when they receive the check.

A travel advance check must be picked up **prior** to the dates of the trip. If you fail to pick up the check before traveling then you must submit your Travel Expense Report and await reimbursement.

The traveler is responsible for submitting a Travel Expense Report to Accounts Payable within 30 days of conclusion of the travel.

If travel expenses exceed the amount of the travel advance, the travel advance will be considered repaid and a check will be issued to the traveler for the amount of the expenses that exceed the advance.

If travel expenses are less than the amount of the advance, the traveler will have to repay the difference (between the travel expenses and the travel advance) to the Accounts Payable Office. The traveler will be contacted by the Accounts Payable office regarding the amount due. **Any amount due must be repaid within one week of notification.**