

## 9.11 Travel Advances and Reimbursements

Last Modified Date: 06/03/2010

### 9.11.01 Travel Advances

#### 1. Eligibility and Reporting Requirements

All employees who travel on state business may be issued advances when authorized by the employee's immediate supervisor for trips that have been approved in advance in accordance with Section 2 of these policies and procedures. Non-permanent employees may not receive travel advances. Fiscal records must be retained by the Travel Section of the Controller's Office.

Eligibility for advances and reporting requirements are as follows:

- **State Employees who have been issued state credit cards** for travel purposes should not be issued travel advances, unless there is substantiated justification.
- **Travel advances for occasional travel** must not exceed the estimated cost of the trip and may not be issued more than five (5) working days prior to the date of departure. Exceptions to the five (5) working day rule are as follows:
  - Advances for payment of hotel room deposits may be issued earlier if required to ensure conference lodging or to achieve cost savings.
  - Advances for airfare may be issued earlier in order to obtain "super saver" rates.
- **Travel advances for regularly schedule travel** for employees who travel each month may be made through an advance of funds equal to the average monthly expense. All reimbursement requests shall be filed and paid monthly for incurred expenses and the advance must be repaid as of June 30 annually or earlier if required by the agency. If it is determined that the monthly reimbursement has averaged less than the annual advancement, the advance must be reduced to the newly established amount.

#### 2. Procedures for Advance Requests

The request for funds must be submitted to the Controller's Office on a form titled "[Travel Advance Form](#)" at least two weeks prior to the date of need to provide adequate time for check preparation.

#### 3. Clearing Advance

The traveler must clear the advance by submitting a completed "Travel Authorization and Reimbursement Form" within 30 days after the travel period or June 30, whichever comes first. Advances must be deducted from the reimbursement request and a check for the net amount due (if any) will be issued to the traveler. In the rare event that the advance exceeds total expenses claimed, the traveler must attach cash or a check payable to the University to the reimbursement request. No subsequent advances can be made until the advance is cleared. All travel advances must be cleared prior to June 30th of each fiscal year.

#### **4. Trip Delay or Cancellation**

If a travel advance is obtained and the trip is not taken, the advance must be repaid immediately. If the trip is postponed by more than 10 business days, the advance must be repaid and a new advance obtained.

#### **9.11.02 Travel Reimbursement**

##### **Procedures for Reimbursement Requests**

Immediately following the travel period, a "Travel Authorization and Reimbursement" form should be submitted to the Controller's Office. The traveler, immediate supervisor, accountable officer for the budget to be charged (if different from the traveler or immediate supervisor), and others as required by Section 2 of these policies and procedures must sign the travel reimbursement request. The state requires that all requests for reimbursement must be filed no later than 30 days after the period of travel for which the reimbursement is being requested ends. Documentation Required

All requested information should be provided on the reimbursement form and required receipts should be attached. Receipts are required for the following expenses:

- Airfare, bus or train tickets
- Rental cars
- Parking claims, tolls and storage fees
- Airport shuttles
- Taxi fares
- Lodging
- Excess meal allowances (when pre-approved for out-of-country travel)
- Phone calls in excess of \$5.00

Other documentation may be requested by the Travel Auditor as a result of her review of the request for reimbursement.