

Travel Advances

Permanent full-time employees traveling on state business who have not been issued state credit cards (T-cards) may be issued advances when authorized by the travel office, controller, department head, or their designee so that personal funds will not be required.

No travel advances will be issued to non-state employees or students.

Travel Advances are allowed for Athletic Team Travel and Athletic Recruiting.

Travel Advance requests must be submitted in Chrome River and to the travel auditor for approval at least 2 weeks prior to the trip. Advance checks will be mailed or processed direct deposit.

Questions about travel advances should be directed to the Travel Auditor lwheatley@wcu.edu.