

#### 04.902 Travel Advances

**Travel advances** are allowed in the following situations:

- \* For the purchase of a super saver airfare ticket. To obtain an advance for the super saver ticket, the information block on the Request for Approval to Travel must be completed giving the original cost of the ticket, the super saver fare, the savings to the System and the date on which the advance is required.
- \* Employees who do not have the State Corporate Travel card are eligible for a 90% advance for travel expenses. Employees will be asked to apply for the card, unless they are ineligible under the credit card contract administered through the General Services Commission.
- \* The 90% advance is also given in situations where employees will be traveling in areas not accepting the State Corporate Travel card, such as a communist country. To obtain an advance under these circumstances, a memo explaining the circumstances must be attached to the Request for Approval to Travel form.
- \* Sponsors may receive a 100% advance for funds used in Team Travel. Team Travel is defined as travel involving one or more full-time faculty/staff members and one or more students.
- \* Individual situations when substantiated with written documentation where traveler cannot be reimbursed in time to meet State Corporate Travel Card payment requirement.

Additional controls on travel advance checks are as follows:

- \* An employee with a past-due or incomplete travel advance cannot receive an additional advance without the Customer Service Manager or the department Director's approval.
- \* An employee not actually receiving a payroll check cannot receive an advance.
- \* Requests for advances should be presented to Customer Services Division five days prior to the date actually needed.
- \* Picture identification (ID) is required to pick-up the check.
- \* Travel advance checks must be picked up on or before the travel dates. If an employee does not pick up an advance check prior to travel, the advance will be canceled.

- \* An employee must liquidate the advance by returning the entire amount or by filing a travel voucher within seven (7) working days after the date of return indicated on the travel request.
- \* The employee is completely responsible for the entire amount of the advance regardless of the amount of the travel voucher finally approved by the Customer Services Division.
- \* Advance checks are disbursed only to the employee to whom the check is issued. The employee must execute a power-of-attorney at the time the advance check is obtained. The power-of-attorney will be used in endorsing the employee's payroll check to cover the amount of the travel advance if the voucher is not filed within seven (7) working days after the date of return. A power-of-attorney is required for each travel advance received. The power-of-attorney is to be used only in case of default of the responsibilities outlined above. Customer Services Division will promptly notify the Payroll Department of the Controller's Office when a default occurs by an employee. The paycheck may be held by the Customer Services Division, rather than having it cashed, until the employee provides the required travel voucher and/or advance repayment.