

**Section:** Business and Support Operations

**Section Number:** 3.22.1

**Subject:** Travel Advance

**Date of Present Issue:** 07/01/2017

**Date of Previous Issues:** 07/71, 06/90, 11/00

#### TRAVEL ADVANCES:

A travel advance is an authorized payment (via check or direct deposit) by the University to an individual in support of anticipated travel expenses for University business. Employees are strongly encouraged to utilize their University Purchasing Card for allowable travel expenses, with the exception of per diem meals (see “meals” section under “Travel Expenses”).

Travel advances are considered loans that must be repaid by completing a LSSU Travel Expense Voucher. Any unused amount must be returned to the University within 30 calendar days upon return from travel via the Fletcher First Stop. Cash advances will not be issued to individuals who have an outstanding travel advance with the University.

Employees may request a travel advance if they meet any of the following qualifications:

- a. They anticipate having more than \$2,500 in eligible expenses.
- b. They will be traveling more than 30 consecutive days or traveling outside the United States.
- c. They plan to incur expenses for group educational travel, athletics team travel, or Upward Bound programming.

Eligible employees may request a travel advance by contacting Accounts Payable not more than 30 days prior to the date of departure of the anticipated travel. 4 business days’ notice is required for all travel advance requests.