

## Procedure 20330: Travel Advances (Loans)

Under special circumstances, travel advances are available to employees traveling on University business. This procedure outlines those circumstances, and the requirements for obtaining and repaying such advances.

### A. Eligibility

Travel advances for employees traveling on official University business will be issued only to those staff members who are not eligible for the Bank of America (BOA) Visa Corporate Travel Card Program. Classified employees below pay band four(4) who travel infrequently or graduate assistants not approved by their department heads to obtain a travel card may be issued a travel advance. Classified employees in pay band three (3) who travel frequently are encouraged to apply for a BOA Visa travel card to reduce administrative tasks and outstanding advance balances.

A travel advance may be made to a faculty or staff member who is otherwise eligible for the BOA Visa travel card if he/she will be taking an international trip or an extended business trip. An extended trip is defined as continuous travel of four or more weeks without returning to the University or home during that period. Travel advances are also available for the leaders of Study Abroad Programs or leaders of athletic and academic team travel. The leader (Advance recipient) must be a graduate-level employee or above (PhD-level employee, classified staff, faculty, etc.).

### B. Obtaining an Advance

- A travel advance must be requested by the traveler or delegate and approved by the department head or his/her designee. Use the Banner Travel & Expense (TEM) system to make this request. If the department head is the recipient of the advance, the next higher level of supervision must approve the Advance, as explained in the procedure concerning [Accounting Approvals](#).
- The completed TEM advance request must be received in the Controller's Office at least 3 working days before the direct deposit is desired which means that all departmental approvals must be completed by this time. Those requests not received within the proper time period will not be approved.
- The travel advance will be direct deposited into the recipient's personal bank account. The individual must be registered for AP direct deposit prior to submission of the travel advance request in TEM. The funds will be deposited no earlier than 5 calendar days before the departure date.

### C. Paying Back a Travel Advance

If the request for reimbursement is completed promptly and accurately after the employee returns from the trip for which advance was made; there should be no problem in getting the reimbursement processed by the due date.

When an employee obtains a travel advance but does not complete the trip as planned, the advance must be repaid immediately. An employee who receives a travel advance and completes the trip for which the advance was requested must repay the advance according to the following process:

- Upon your return, complete a travel reimbursement request in the Banner Travel & Expense Management (TEM) system following all university travel procedures.
- The TEM travel reimbursement request must be created from the related TEM authorization.
- The Controller's Office staff reviews the reimbursement request in accordance with normal travel procedures.
- The TEM system will repay the travel advance from the reimbursement and the traveler is reimbursed by direct deposit for any amount that exceeds the advance.
- If the reimbursement is less than the advance, the Bursar's Office will invoice the employee for the balance of the travel advance when due. The employee will repay this amount of the advance directly to the Bursar's Office.

The traveler will be sent an electronic billing statement notification from the Office of the University Bursar, midmonth after the return date of the trip, notifying him/her of any travel advances due. Travelers should promptly complete their travel reimbursement requests in the TEM system upon returning from the trip so that the advance will be repaid before the due date. Advances not repaid by the due date will automatically be deducted from the traveler's next paycheck. Individuals who have an advance collected via payroll deduction will not be eligible for another travel advance for six (6) months after the advance was collected.

#### D. Travel Advance Amounts

The Advance amount requested should include only those anticipated reimbursable expenses for food, lodging and local transportation (taxi, rental car, etc.). The amount requested should not include registration fees or air transportation. Registration fees are processed as a direct payment through accounts payable prior to the conference or paid by the traveler and reimbursed through the expense report. Air transportation is billed to the university through any of the university's contract travel agencies in accordance with [Procedure 20335e](#).

#### E. Termination of Employee

Department heads should check to see if their employees have outstanding travel advance balances when they resign. These balances are to be paid before termination of employment.

#### F. Misuse

Improper use of the travel advance program will result in the permanent termination of this service to the employee.

#### G. Emergency Travel Advances

Travelers occasionally need an immediate source of funds to address a business or non-business (e.g., medical problems) emergency. When such an emergency arises, the traveler has the ability to obtain an emergency advance from the university. To obtain such assistance, faculty travelers should contact the dean's office for their college, and administrative travelers should contact the appropriate vice president's office.

The following steps are taken to provide the funds to the traveler:

1. The college or administrative office contacts the travel helpline at 231-0944 or travel supervisor at 231-8551 to discuss the emergency travel advance request.
2. The travel office will assist the college or administrative office contact with securing the travel advance and submitting funds to the traveler.