



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Accounting
Issue/Revision Date: 12/01/2017

Travel Advance Clearing

Policy:

A travel advance is granted to an employee, traveling with students, who attends a university related business trip. Once the check is printed, it is sent to the Accounting Office. The employee acquires the advance check from the Accounting Office after signing and dating a copy of the duplicate check.

Upon returning to the University, the employee must return any unused funds to the Business Office. The Accounting Office provides the employee with a form to be completed which depicts his or her ID number, encumbrance number for the trip and the amount he or she is returning. Afterwards, the employee submits the form along with the unused funds to the cashier's window to be receipted to the travel advance account.

The employee must return all receipts pertaining to the trip to the Accounting Office no later than 30 days upon return from the trip. Once the employee submits his or her original receipts to the Accounting Office, the expenses are posted to the appropriate fund for the advance to be cleared from the employee's record. If any funds pertaining to the advance are not returned to the Business Office within thirty days, the balance due will be deducted from the employee's payroll check.