

Arkansas State University - Jonesboro

Effective Date: 12/01/97

Policy Number: 05-23

Section: Finance and Administration

Subject: Travel: Advances

Travel advances (TVs) may be requested for travel related to student groups, team travel, and individual travel in the Travel and Expense Management module (TEM). Only full-time employees may request travel advances. Travelers who fail to follow the requirements listed below may be refused a travel advance for future travel.

REGULATIONS

1. Individual advances are limited to 50% of the meals and approved miscellaneous expenses for trips made within the Continental United States. Advance requests for travel outside of the Continental United States may be 75% of the total anticipated travel expenses which are not to be direct billed to the University.
2. Student groups or teams will be limited to 90% of anticipated expenses (less airfare and registration) which are not to be direct billed to the University. Please see Daily Meals and Lodging Maximum Allowances for more information.
3. Travel advances for less than \$100.00 will not be available.
4. Travel advances may not be submitted for air travel or for conference registration fees. Charges for commercial airfare should be billed to the University through a local travel agency or charged to the traveler's Travel Card or departmental Ghost Card. Registration fees can be charged to the departmental P-Card, or the traveler may submit a requisition for payment of the registration fee directly to the conference sponsor.
5. Travel advances for student groups or for team travel can only be requested by an authorized full-time faculty or staff member who will be responsible for repayment of the advance.
6. Repayment of a travel advance must be made in full within 15 working days after completion of the trip. Failure to do so may result in payroll deduction of the advance amount owed. Visit the Travel Services web site for more information.

Revised on 07/01/14.