Travel advances may be requested for travel related to student groups, team travel, and individual travel in Concur.

   A. Only full-time employees may request travel advances.
   B. Travel advances for less than $100.00 will not be available.
   C. Travel advances may not be submitted for air travel or for conference registration fees.
   D. 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.
   E. Repayment of a travel advance should 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.
   F. Travelers who fail to follow the requirements listed below may be refused a travel advance for future travel.
   G. The three types of travel advances are:
      1. Individual advances are limited to 50% of the meals and approved miscellaneous expenses for trips made within the Continental United States.
      2. 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.
      3. 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.

Revised on 09/06/2019.