

Travel - Advances

FIACCT 10-02.01

Effective: 01-Jul-1994

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Purpose

This policy defines the Division of Finance policy for travel advances.

Policy

- A. Travel advances are available for up to 90 percent of anticipated meals and incidentals.
- B. Travel advances are available for 90 percent of anticipated lodging when the traveler travels fewer than three (3) times per year on state business and does not have a Purchasing Card that allows travel expenditures. Any exception to this policy must be approved in writing by the executive director or designee.
- C. Travel advances are not available for car rentals.
- D. The advance should be obtained through:
 - ◆ Department Travel Advance fund, if available, or
 - ◆ Payment voucher (GAX) in FINET.
- E. **Outstanding Advances** – Each traveler may have only one advance outstanding at any one time. As soon as the reimbursement paperwork is submitted for the previous trip a new advance may be issued.
- F. **Timing** – The final travel reimbursement claim should be received within 30 days after the anticipated completion of travel as shown in the Travel Advance Pay document.
- G. **Documentation** – An advance allowance will be available with the following documentation.
 - ◆ **In-State Travel**
Department Travel Advance fund – Approval documents required by the department.

Travel Advance processed through FINET – An approved Employee Reimbursement/ Earnings Request, form [FI 48](#). Include on the form the anticipated travel dates and times, a description of the advance and the calculation used to determine the amount (e.g., anticipated incidentals times 90%).
 - ◆ **Out-of-State Travel**
Department Travel Advance fund – Request for Out-of-State Travel Authorization, form [FI 5](#) approved by the executive director or designee.

Travel Advance Processed through FINET – Copy of the Request for Out-of-State Travel Authorization, form [FI 5](#), showing reason for advance and calculations of the amount, approved by the executive director or designee and an approved Employee Reimbursement/ Earnings

Request, form [FI 48](#). (Submit the Original Request for Out-of-State Travel Authorization, form [FI 5](#) with the final Travel Reimbursement Request, form [FI 51B](#) or [FI 51D](#).)

- H. **Processing Time** – The traveler should obtain approval far enough in advance to process the paper work and receive the advance in a routine manner.