

## 5.04.0 — Travel Advances

### 5.04.1 — General Procedures

Accounts Payable will issue a revolving fund check as a temporary advance to an employee for travel expenses before the travel is actually performed. Advances may be issued upon the completion of form T2: Request for Absence from Campus. It should be submitted concurrently with all other travel forms, and should be received by Accounts Payable not more than 30 and not less than seven working days before departure.

The advance should be reasonably calculated and should cover all prior expenses such as registration fee, airline ticket purchase, and hotel deposit and estimated subsistence costs (food and lodging).

Advances will only be made for \$150 or more, and only one travel advance check will be issued. Accounts Payable will not pay separate expenses for an individual—this is the responsibility of the person taking the trip. If the only expense that will be incurred is a registration fee, a payment to a travel agency, or some other similar one-item expense, an advance will be issued directly to the vendor. An invoice, although not mandatory, is preferred and would eliminate the need for a travel expense claim. If an invoice is not supplied, a travel expense claim must be prepared.

If after returning from a designated trip and after filing a Travel Expense Claim (Std. Form 262), the claimant is entitled to an additional reimbursement — e.g., mileage — a second revolving check can be issued after the claim has been audited and approved. Claims and/or revised T2 forms must be filed prior to the end of the fiscal year (June 30) in which the trip occurred if any additional reimbursement is to be paid. If the advance exceeds the employee's travel expense, the employee is required to promptly reimburse the revolving fund for the difference. A check made payable to SDSU should be attached to the Travel Expense Claim and should be returned no more than 30 days after the expense is paid or incurred.

Employees who fail to repay unused travel funds within thirty days of the trip may be denied travel advance funds for future trips. If travel advance funds were not used during the trip, they should be readily available for repayment and should not have been spent for personal uses.

Travel advances not cleared within 30 days after return from a trip or upon separation from the university may be withheld from employee's salary warrant.

If a trip is canceled or postponed indefinitely, the advance must be returned, but no later than 30 calendar days from the date of the advance.

Travel advances and additional revolving fund checks are mailed to the employee's home address. Seven working days should be allowed to process an advance request.

**Important Note:** All travel claims should be filed promptly.