

**Arkansas State University-Jonesboro**  
**Travel Advance Request Procedures for Individual Travelers**

Travel advances (TVs) may be requested for individual travel for full-time employees only. Travelers who fail to follow the requirements below may be refused a travel advance for future travel.

- Advances are requested on the Authorization Report (TA) which is submitted through the Travel and Expense Management module (TEM) and approved by the appropriate supervisor, department head, or authorized official.
- Individual advances are limited to 50% of the meals and approved miscellaneous expenses for trips made within the Continental United States. These estimates are calculated on the Authorization Report. Please see Daily Meals and Lodging Maximum Allowances for more information.
- Travel advances for less than \$100.00 will not be available.
- Travel advances may not be requested for air travel, hotel, 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 fees directly to the conference sponsor.
- Repayment of travel advances 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. The travel advance is repaid through the submission of expenses on the Expense Report (TR), which must be submitted through TEM and approved by the appropriate supervisor, department head, or authorized official.
- The travel advance amount is automatically subtracted from the total of expenses in TEM in order to net the correct amount owed to the traveler.
- If reimbursable expenses do not cover the amount of the travel advance received, the traveler is required to deposit the proper amount owed into fund 110000 and account 163500 at the Cashier's Window in the Student Union. The cashier will also need the TA number associated with the advance. A receipt showing the deposit into the proper travel account must be attached to the Expense Report (TR) along with other necessary receipts.

Revised 07/01/14.