

Arkansas State University - Jonesboro

Effective Date: 12/01/97

Policy Number: 05-23

Section: Finance and Administration

Subject: Travel: Advances

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.