

**Georgia State University
Travel Advance Policy and Procedures
Effective November 15, 2003**

I. Travel Advance Policy

Georgia State University will only authorize travel advances to employees who must travel but are unable to get a credit card, athletic teams while on travel status and students while on travel status.

II. Background

According to the Board of Regents University System of Georgia Business Procedures Manual, the purpose of travel advances is to minimize the financial burden on employees while traveling on behalf of the State. This objective can be accomplished either by the issuance of corporate charge cards or by cash advances to the employees. Georgia State University offers a corporate charge card through American Express. Substantially all travel related expenses can be charged on a charge card.

Applications for the American Express card are available in The Office of Disbursements, 400-A Sparks Hall.

III. Travel Advance Procedures For Employees Who Must Travel But Are Unable To Get A Credit Card

Employees who need travel advances but are unable to obtain an American Express Corporate Card through the program administered by Georgia State University must:

- A. Complete a Travel/Project Advance Form and include the voucher number authorizing the travel in the space under the description "Travel Requisition Number (Required for Travel Advance)";
- B. Attach a copy of the denial letter from American Express to the completed Travel/Project Advance Form;**
- C. Obtain special authorization signature from the Dean, Director or Designee;**
- D. Forward the Travel/Project Advance Form and denial letter with appropriate authorization to The Office of Disbursements, 400-A Sparks Hall at least 10 business days in advance of the travel;**

Note: Funds authorized for a travel advance will be deposited directly in the employee's designated bank for payroll payments.

- E. Submit a properly approved Travel Expense Statement to The Office of Disbursements immediately after completion of the trip and
- F. Prepare a Deposit Remittance Form and deposit the full amount of funds advanced with the University Cashier (100 Sparks Hall) within 30 calendar days after the completion of the trip.

Note: If an employee does not settle an advance timely, the Payroll Office will deduct the advance from the employee's paycheck and the employee will not be permitted to receive advances in the future. An employee may not receive more than one outstanding travel advance at anytime.

IV. Travel Advance Procedures for Athletic Teams While on Travel Status

Coaches who require travel advances for team travel status must:

- A. Complete a Travel/Project Advance Form and include the voucher number authorizing the travel in the space under the description "Travel Requisition Number (Required for Travel Advance)";
- B. Verify that the amount of the Advance Request is in compliance with the daily per diem rates authorized and published by the NCAA;
- C. Obtain appropriate approval signatures and submit the Travel/Project Advance Form to The Office of Disbursements, 400-A Sparks Hall at least 10 business days in advance of the travel;

Note: Funds authorized for a travel advance will be deposited directly to the coach's designated bank for payroll payments.

- D. Account for the total funds advanced and submit a properly approved Travel Expense Statement to The Office of Disbursements immediately after completion of the trip and
- E. Prepare a Deposit Remittance Form and deposit any unused funds with the University Cashier (100 Sparks Hall) within 14 calendar days after completion of the trip; attach the deposit receipt to the Travel Expense Statement. The Travel Expense Statement and documentation should be forwarded to The Office of Disbursements, 400-A Sparks Hall.

Note: Any net reimbursement due a coach will be deposited directly to their designated bank. If a coach does not settle an advance timely, the Payroll Office will deduct the advance from the employee's paycheck and the employee will not be permitted to receive advances in the future. Coaches may not receive more than one outstanding travel advance at anytime.

V. **Travel Advance Procedures for Students While on Travel Status**

Each student who must travel and require a travel advance while on travel status must:

- A. Complete a Travel/Advance Form and include the voucher number authorizing the travel in the space under the description "Travel Requisition Number (Required for Travel Advance)";
- B. Obtain appropriate approval signatures and submit the Travel/Project Advance Form to the Office of Disbursements, 400-A Sparks Hall at least 10 business days in advance of the travel;
- C. Complete the Travel Expense Statement with appropriate approvals promptly after completion of the trip and
- D. Prepare a Deposit Remittance Form, deposit any unused funds with the University Cashier (100 Sparks Hall), attach the deposit receipt to the Travel Expense Statement, and forward the receipt and expense statement to the Office of Disbursements, 400-A Sparks Hall.

Note: If a student fails to settle an advance within 30 calendar days after the completion of the trip, a hold will be placed on the student's account.