

Travel - Advances

FIACCT 10-02.01

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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 Visa Business Travel Card. 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. **Visa Business Travel Card** – Hotels and rental cars must be charged on the Visa Business Travel Card. Whenever possible, additional business-related travel expenses such as meals, books, fees, and registrations should also be charged on the Visa Business Travel Card. The state requires that airline tickets are charged to the Visa Business Travel Account (BTA). This reduces the need for travel advances.
- F. **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.
- G. **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.
- H. **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](#).)

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