Section 05.02
TRAVEL ADVANCES - EMPLOYEE

Faculty and staff who have applied for and have not received a JP Morgan Chase Corporate Travel MasterCard or who do not have a Departmental Central Billed Account (DCBA) card, are eligible to receive one travel advance prior to getting a card. Additionally, employees that travel more than one trip per year must apply for the corporate card to receive future travel advances. All employees that have been declined the corporate card will be eligible for a travel advance provided they are not on hold with the State. Travel advances cannot be given on a state account. Proper accounting on a travel voucher form is required for all travel expenses. Unused travel advances should be returned to the Business Office no later than two weeks after a trip is completed. Employees who do not return previous travel advances in the approved time limits will not receive a new one. Travel Advance Forms can be downloaded from the Travel Website or obtained from the Print Shop. It is necessary to have the proper NCR paper copies for accounting records. (Four Copies)

Procedure for Employee’s Travel Advance

Travel advance forms should be completed with an appropriate description and authorized approval. Original OTR forms should be attached to the travel advance form. The advance should be for reasonable expenses such as meals, lodging, rental car, taxi and parking, etc., and should be submitted at least 24 hours prior to the release of a travel advance. Only half of mileage calculations will be given as an advance. Lodging expenses will only be given up to the amount allowed by the state. The amount of the travel advance should be written on the original OTR.

The completed travel advance form along with the approved original OTR (with E#) should be submitted to Accounting Department at USC 128A. The OTR will then be given to the Travel Coordinator. Travel advance forms can be downloaded from the Travel website, but the correct numbers of copies on NCR paper have to be supplied. (Four Copies)

Allow one working day for processing. The Accounting Assistant will call the traveler when the cash can be picked up from Business Office.

Unused cash must be deposited back into the account number written on the original travel advance form. In the event a trip is not taken, travel advance should be returned by the following business day. It is advisable to take a copy of the original travel advance form to the Business Office when returning funds. Also, when preparing the travel voucher, attach a copy of the Travel Advance Form and the Business Office Receipt.

A travel advance will not be given for registration fees or airline tickets purchased with the traveler’s personal credit card or JP Morgan Chase Individual Billed MasterCard.
Registration fees should be processed through Accounts Payable for a check made out to the organization. (See Conference Registration Fee for more information).