

Team and Group Travel

Travel advance may be allowed for: meals, baggage, registration if needed. Advance of funds for travel may be approved for the employee/traveler who accompanies and/or is responsible for students or athletes.

Team/Group travel advances must be approved by:

- Athletics' Business Manager for Intercollegiate Athletics
- The appropriate Vice President for other teams/groups

If any employee/traveler refuses to complete the repayment they are subject to Recoupment of Overpayments to Employees found in the Personnel Section of the Business Affairs Policy and Procedure User Guides.

Travel advances that are not cleared (repaid) no later than the fifteenth day following the completion of travel are considered to be stale. All travel advances must be cleared timely. You could be prohibited from being allowed to receive travel advances.

The following procedures outline the process for requesting team and group travel advances:

Travel Advance Processing

1. Employee/traveler prepares and forwards the following documents to Business Affairs – Travel signed by the Budget Unit Head:
 - a. [Travel Advance Agreement](#)
 - b. [Accounts Payable Voucher](#)
 - c. [Request for Authorized Travel](#)
 - d. Documentation of event location and dates
2. Travel Section reviews and approves *Travel Advance Agreement, Accounts Payable Voucher, Request for Authorized Travel* for the Travel Advance check.
3. The *Accounts Payable Voucher* will be routed to Business Affairs for processing the check advance.
4. Travel check is sent to Accounting and Reporting for pick up. Accounting and Reporting notifies employee/department that check is ready to be picked up. Employee/Traveler or Departmental Representative must sign for the check to be released.
5. The employee/traveler completes a *Travel Expense Account* document to clear the Travel Advance. All original receipts and *Student Team and Group Travel Roster* justifying expenses are attached to the *Travel Expense Account* and forwarded to Business Affairs/Travel **no later than the fifteenth day following the completion of travel.**
6. Travel Section prepares a Journal Entry Voucher, attaches it to the *Travel Expense Account* and supporting documents, forwarding them to Data Entry to clear the travel advance. If advance was more than the actual expenses, employee/traveler will be notified to deposit balance at the Cashier's Office. This money will be deposited into the Fund where Accounts Payable Voucher was charged and Account (101379).