

## Travel Advance Request Form Instructions

### Purpose:

To request funds to be used for out-of-pocket expenses for University travelers while on OFFICIAL University business. Advances are permitted for

- group/team travel
- recruitment travel
- foreign travel
- domestic travel of seven or more consecutive calendar days.

By signing this form, the traveler agrees with the terms of this document.

Access: <https://www.siue.edu/its/ais/eforms/index.shtml>

The form is listed under Bursar Forms.

Instructions: All fields are **REQUIRED**.

### Travel Information

- Select type of travel
  - Team/Organization must be noted for Team or Group Travel.
    - A space to enter the name will become available after Team or Organization is selected.
  - Individual Domestic Travel: length of travel must be seven or more consecutive calendar days. If your domestic trip is for less than 7 days you are not eligible for a travel advance.
- Traveler Name and University ID #
- Amount
  - Advances under \$1,000 can be issued from Bursar cashiers with no advance notice necessary. Please bring completed Travel Advance form to Bursar's Office.
  - Advances \$1,000 and over are disbursed by check or via Direct Deposit to the traveler (unless an exception is granted by the Bursar's Office). Request by submitting the Travel Advance Request form to Accounts Payable ([SIUEAcctsPay@siue.edu](mailto:SIUEAcctsPay@siue.edu)) and Bursars ([bursar@siue.edu](mailto:bursar@siue.edu)) **at least** three business days prior to departure date.
- Destination of the Traveler
- Dates: These are the Departure/Return dates. Please note: Travel Advances may be picked up no earlier than three days before the departure date.

### Department Information

- Budget Purpose Number and Description of the account funding the trip
- Department Name funding the travel
- Contact Name and Phone number and Box number of the contact person for this Travel Advance
- Role and Name of the person authorized to approve the travel and use of funds for the trip.
- Approver Role and Name - select the appropriate Approver for this Travel Advance. Roles:
  - Fiscal Officer of the Budget Purpose funding the Trip
  - Fiscal Officer Delegate (individual authorized to approve in place of the fiscal officer)
  - Fiscal Officer Supervisor (ONLY REQUIRED WHEN THE TRAVELER IS THE FISCAL OFFICER)
- Borrower Signature and Date
- Approver Signature and Date

## **IMPORTANT INFORMATION CONCERNING YOUR TRAVEL ADVANCE (PLEASE READ COMPLETELY):**

Once completed, Email the form to [SIUEAcctsPay@siue.edu](mailto:SIUEAcctsPay@siue.edu) and [Bursar@siue.edu](mailto:Bursar@siue.edu) either by clicking the "Email Form" button or saving the document and attaching to an email.

For Cash and Check Advances, the bottom of the form is completed upon receipt of cash in the Bursar's Office. This section will not show for advances by Direct Deposit.

Upon return from the trip, any unused cash must be **promptly** returned to the Bursar's Office.

The travel advance must be repaid in full no later than 60 calendar days from the date of return.

A Travel Expense Voucher or Accounts Payable Invoice Distribution (APID) form must be submitted to Accounts Payable within 10 calendar days of completion of travel in accordance with SIUE Travel Regulations.

### **Outstanding Travel Advances:**

- A monthly statement is provided to the traveler every month for each Travel Advance until the Travel Advance is repaid in full.
- The Bursar's Office provides Accounts Payable with a schedule of monthly Travel Advance activity.
- The Accounts Payable Office diverts ALL future travel reimbursement to the Bursar's Office until the debt is paid in full. When completing the Travel Expense Voucher, please include the Travel Advance Amount in the appropriate box.
- Personnel with unpaid balances over 60 days old will not be issued any future travel advances until the balance is paid in full. In addition, any unreturned Travel Advance funds will be submitted to Payroll to be deducted from the Traveler's salary, subject to applicable taxes and withholdings.
- If it becomes necessary for the Bursar's Office to use payroll deduction(s) in order to collect an outstanding travel advance balance, the traveler will be automatically suspended from receiving any future travel advances for one year.
- Unpaid balances may be referred to a collection agency. The traveler will be responsible for collection costs.

### **Additional Travel Advance Policies:**

- Altered Travel Advance requests will not be accepted
- Commercial transportation costs through travel agencies or common carriers will be paid by direct billing against University accounts or PCard whenever feasible.
- A Travel Advance may not be used to pay travel expenses that are to be reimbursed from sources outside the University.
- A Travel Advance is to cover allowable travel expenses typically paid by the Traveler.
- Should any difficulties in the repayment process arise, the Traveler is urged to review the circumstances with the Bursar's Office.

For any questions concerning your Travel Advance, you may contact the Bursar's Office at 618-650-3123 or email ([Bursar@siue.edu](mailto:Bursar@siue.edu)).