

Edwardsville Campus End User Instructions FORM – Travel Advance Request Interim FAS Version

Use: To request funds to be used for out of pocket expenses for University travelers while on OFFICIAL University business. Advances are permitted for group travel, foreign travel, and domestic travel of seven or more consecutive calendar days. By signing this form, the traveler agrees with the terms of this document.

Access: Access the form via the AIS web site, Electronic Forms, Edwardsville campus location. (select Software Downloads, FormFlow Filler).

Instructions: Complete using the following instructions: (Unless noted, all fields are REQUIRED.)

Header Information Section: Provide basic contact/ control information.

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| <i>Travel Information</i> | Indicate type of travel. Team/Organization must be noted, if applicable. On 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 cash travel advance. |
| <i>Date</i> | Date form is completed. |
| <i>Amount</i> | Travel Advance Amount <ul style="list-style-type: none"> • Amount: Advances are issued from Bursar's cashiers with no advance notice necessary. • Large advances may be disbursed as a check. Please request by sending a copy of the travel advance request form (hand deliver, mail to Box 1042 or fax to Ext. 2971) at least three days in advance of the date needed. |
| <i>Traveler</i> | Name of the traveler. |
| <i>ID #</i> | University's ID # of the traveler. |
| <i>Location</i> | Destination of the traveler. |
| <i>Dates</i> | These are the Departure/Return Dates. (Date format: DD Mmm YYYY). <ul style="list-style-type: none"> • Travel Advances may be picked up no earlier than three days before the departure date. • Upon return from the trip, any unused cash remaining must be promptly returned to the Office of the Bursar. |

- The travel advance must be repaid in full no later than 45 calendar days from the date of return.
- A Travel Expense Voucher or APIDF (Accounts Payable Invoice Distribution Form) must be submitted to the Accounts Payable Office within 10 calendar days of completion of travel in accordance with SIUE Travel Regulations.

Account Title Enter the title of the account funding the trip.

Account Number Enter the General Ledger number of the account funding the trip.
Please use AIS Budget Purpose

Department Enter the name of the department requesting the advance.

Phone Enter the phone number extension of the department requesting the advance.

Mail Box Number Enter the box number of the department requesting the advance.

Below this line, items are to be filled in manually after form is printed.

Attachment Include explanation and/or breakdown of advance request amount.

Signatures Required

Borrower Signature The borrower must sign and date here.

Fiscal Officer Signature The fiscal officer of the department requesting the advance approves the advance by signing and dating here.

Fiscal Officer Delegate Signature

In the absence of the fiscal officer, the individual authorized to approve in place of the fiscal officer signs and dates here. **(ONLY REQUIRED IN ABSENCE OF FISCAL OFFICER).**

Fiscal Officer Supervisor Signature

In the event that the traveler is also the fiscal officer, the person to whom the traveler reports must approve the advance by signing and dating here. **(ONLY REQUIRED WHEN TRAVELER IS FISCAL OFFICER).**

The remainder of the form will be completed upon receipt of the funds in the Office of the Bursar.

Borrower

The borrower must sign and date the printed form. The borrower's signature on the request constitutes agreement with these travel advance stipulations. When picking up a Travel Advance, the borrower must always present a valid SIUE ID.

Outstanding Travel Advances

- A monthly statement is provided to the traveler at the end of each month for each travel advance until the travel advance is repaid in full.
- The Office of the Bursar gives the Accounts Payable Office a monthly schedule of travel advance activity. The schedule highlights individuals who have had travel advance activity.
- The Accounts Payable Office diverts ALL future travel reimbursement to the Office of the Bursar 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 45 days old will not be issued any future travel advances until the balance is paid in full.
- Unpaid balances may be referred to a collection agency. The traveler will be responsible for collection costs.
- If it becomes necessary for the Office of the Bursar to use payroll deduction in order to collect an outstanding travel advance balance, the traveler will be automatically suspended from receiving any future travel advances for one year.

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 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 expense paid in cash by the traveler but not paid by personal credit cards.
- Should any difficulties in the repayment process arise, the traveler is urged to review the circumstances with the Bursar.

Routing:

Type this form, obtain the appropriate signatures and bring it to the Office of the Bursar. If you have questions about the form please call ext. 5273, ext. 3131, ext. 3482 or ext. 3135.