



GVSU Business & Finance Department Procedures Manual

Section: Business and Finance

Section Number: 311

Subject: Travel Advance Request

Date: August 2005

Travel Advance Request

Upon request, the University will issue a cash advance for a reasonable estimate of expenses that will be reimbursed to the University. Please allow five (5) business days for processing. Requests for travel advances must be made on a Travel Advance Request Form and approved by the supervisor. These advances are considered personal obligations of the traveler.

Procedure

- A. Indicate the amount of travel advance desired on a travel advance request form. The minimum request is \$100.00.
- B. Checks are available three days prior to the departure date unless otherwise requested.
- C. All advances must be reconciled within fifteen (15) calendar days after completion of the trip by submitting a travel and expense form with the original receipts describing the expenses of the trip. If these expenses are less than the amount of the advance, payment of the difference should accompany the form and be brought to the cashier's office for receipting.
- D. If a second trip is anticipated and an advance desired, the completed trip must be reconciled before the new advance will be released unless otherwise arranged with the Accounting Office.