

Finance & Operations Travel Policy FO-TR-09
Travel Advance Policy

1. Purpose

- 1.1 To provide a guide to employees on SHSU payroll seeking a travel advance for official business on behalf of Sam Houston State University, if travel is funded by institutional funds (“local funds”).

2. Policy

- 2.1 It is policy of Sam Houston State University to issue a travel advance for employees traveling for business purposes when the travel card is not available to the employee or extraordinary circumstances arise.
- 2.2 The employee should sign and obtain the approval of their supervisor and the appropriate Vice President, and submit the approved Travel Advance Agreement (<http://www.shsu.edu/intranet/policies/forms/documents/Travel+Advance+Agreement+Form+Revised.pdf>) to the Travel Office no later than ten (10) days from the beginning dates of travel. Travel advances are limited to one per trip and must be authorized and issued before the beginning date of travel. No travel advances will be issued after the employee is already in travel status.
- 2.3 The employee should sign the Travel Advance/Agreement Form and all previous travel advance balances must be reconciled to be eligible for an advance.
- 2.4 The employee can request up to 90% of the estimated travel expense. Advance payments are disbursed only to the employee in accordance with the disbursement policy.

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