

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-TR-09

Travel Advance Policy

1. Purpose

- 1.1 To provide guidance to SHSU employees seeking a travel advance for official business on behalf of Sam Houston State University. Travel advances will only be granted if travel is funded by institutional funds (“local funds”).

2. Policy

- 2.1 It is the 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. 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.
- 2.2 The employee seeking a travel advance should complete, sign, and obtain the approval of their supervisor and the appropriate Vice President, and submit the [Travel Advance Agreement/Check Request - PDF](#), to the Travel Office **no later than ten (10) calendar days prior** to the beginning date 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 must have reconciled all previous travel advances prior to a new submission to be eligible for an advance.
- 2.4 Travel expense reports and requests for travel advances must be reconciled within thirty (30) calendar days of the end of travel date. Failure to do so may prevent the employee from receiving a subsequent travel advance.

Reviewed by: Rhonda Beassie, AVP People & Procurement Ops
William Tidwell, Director of Procurement & Business Services

Review Date: March 31, 2025