

Travel Advances

Persons travelling on official business will provide themselves with sufficient funds for all travel expenses that cannot be covered by the corporate travel card. **Advances made for airfare and registration fees will be completed through a CBA, documented submitted on a Travel request form along with the itinerary.**

Guidelines for Travel Advances please refer to the [State of Travel Guide](#). (Pg 6-7)
www.doa.Louisiana.gov/osp/travel

Procedures:

1. Complete an Authorization to Travel Form. The request should be made in the designated area on the form. Transportation (airline) will be processed on the Authorization to Travel, along with a copy of your itinerary.

2. Submit the Authorization to Travel to Accounts Payable at least seven to ten business days prior to the anticipated travel.

3. Upon return, forward an approved Travel Expense Account Form. Advances are due on the 6th of the month. A reminder notice will be sent by Accounts Payable to any employee with an outstanding travel advance stating that the Travel Expense Account Form must be submitted or the advance repaid immediately.

Example: If the person returns from their trip on the 16th of the month, the due date will be the 6th of the next month.

4. All travel advances should be cleared no later than 15 days upon return.

5. The reimbursement will be applied to the outstanding advance. If the reimbursement amount is greater than the advance, an audited copy of the Travel Expense Account Form and a payment will be issued for the difference. If the reimbursement is less than the advance, an audited copy of the Travel Expense Account Form and a letter will be sent to you via mail indicating such. The refund should be made payable to Southern University Agriculture Research and Extension Center in the form of a check or money order.

Refer to PPM49 for additional information.