


COMPTROLLER TRAVEL POLICY MANUAL

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|  | POLICY: TRV 555-01 |
| | Section: 500 Travel |
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| | Responsible office: Comptroller |
| | Origination date: 01/01/2000 |
| Subject: Special Circumstances – Travel Advances | Effective date: 01/01/2000 |
| Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627 | Revision date: 01/30/2020 |

PURPOSE

To provide policy on the treatment of special travel circumstances.

LINKS

[Academic Institutional Excuse form](#)

[NAU Purchasing Card Policy](#)

[Exhibit J form](#)

[Student Team/Group List form](#)

[Meal Money form](#)

[Travel Advance Repayment](#)

POLICY

| TRV 555-01: Travel Advances | |
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| <ol style="list-style-type: none"> 1. General Policy <ol style="list-style-type: none"> a. The use of travel cash advances is strongly discouraged. Advances shall be restricted to unusual situations and be documented on Exhibit J and approved by the travel specialist, justification for exception to policy signer and department leadership. b. Advances are issued no more than 5 business days in advance of the departure date. Issuance before that time could be construed as a loan of state resources which is prohibited by the Arizona Constitution. c. The amount of the request is limited to the amounts that are expected to be incurred for meals. d. A travel advance may not exceed 80% of the total estimated meal expense. 2. Travelers Eligible to Receive Advances: <ol style="list-style-type: none"> a. Those who <u>do not</u> meet the definition of frequent travelers, b. Those that are in travel status for minimum of 3 consecutive days, AND c. Those who do not have a PCard; OR d. Other special circumstances may be requested via a justification for exception to policy. 3. Repayment of Advances <ol style="list-style-type: none"> a. The travel advance must be deducted on the Exhibit J form. b. A Travel (Travel Advance Repayment) Reimbursement form must be completed and accompany the reimbursed funds for deposit. c. All excess advance monies must be repaid within 30 days of return date. d. If an outstanding travel advance is not repaid within 60 days, it is the university’s policy to seek remuneration of travel advances through payroll deduction. | |