

## **General Travel Policy**

### **ADVANCES**

*\*Note: this document contains excerpts from the policy as well as helpful information. For full reference, always refer to the full Travel Policy.*

#### **IV. Travel/Cash Advance**

- A. Temporary Travel Advances - When temporary travel is authorized for an employee the employee is expected to request reimbursement for their expenses after travel is completed. **Travel advances are available only under extraordinary circumstances.** The employee must justify the extraordinary circumstances that warrant an advance. As an exception to policy, the employee may receive an advance, provided a request for the advance is submitted to the appropriate approving authority with the travel authorization request. The employee must prepare a [Request for Exception for Travel Advance](#). Exceptions may be granted by the Associate Vice President Administrative Services based upon written request for exception for an advance approved by the Dean or Director. An amount equal to 80% of the estimated expenditures, excluding airfare and registrations if purchased through the Procard or ETSU check, will be allowed as an advance. No advance less than \$100 will be made.
- B. Student Travel Advances - Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for the trip may be advanced 80% of the amount of the authorization, excluding airfare and registrations if purchased through the Procard or ETSU.

\*\* Procurement cards may be used for the payment of registration fees and required advance payments for airlines.