

AAMU Travel Procedure 31001

Section H: Travel Advances

H. Travel Advances

When requesting a travel advance, it is required that the request is submitted at least 14 days prior to the date of travel. If the documentation is not received 14 days prior to the date of travel it can lead to a denial or delay in processing. Travel advances are restricted to and may be provided for certain types of eligible travel as outlined below. Employees with a salary of \$35,000 or more are generally not eligible to receive a travel advance on behalf of the university. While the University conducts programming funded by a variety of external funds, there should always be valid business purposes for expenditures, and expenditures should be properly supported (by receipts etc.):

i. Eligible Types of Travel

- Student Group Travel
- Team Travel
- Individual Student Travel
- Athletic Recruiting
- Admissions Recruiting

ii. Eligible Travel Expenses for Advances

- Expenses that include but are not limited to:
- Meals – (Should Always follow the GSA rate per the [GSA.gov](https://www.gsa.gov) website)
- Lodging
- Fuel (rental vehicle only)
- Parking Fees
- Registration Fees

All expenses must be an allowable approved business purpose associated with the travel assignment, if not it is deemed ineligible for travel approval.

Travel Advances (Continued)

When traveling as a group the lodging must be paid by the university through the travel department. All expenses must be an allowable approved business purpose associated with the travel assignment. When students are given cash from the travel advance during the group travel there must be a signature sheet that includes the amount that was given for each day. Each student must print, sign, and date the sheet verifying that they did receive the money from the advance. If the meals are being paid for as a group, the amount can't exceed the daily per diem amount for each date of travel ([GSA.gov](https://www.gsa.gov)).

When receiving the travel advance third party vendors are eligible to receive payment from the advance only if the expense is an approved allowable business purpose, and there has to be receipts associated with the claim.

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If there is a third-party vendor and there is an invoice associated with the vendor there should be a PO or Requisition created prior to the date of travel for payment to be made in advance.

Eligible Types of Travel (Defined)

The employee assumes all responsibility for the travel advance and all documentation is placed in the employee's name. The employee is responsible for clearance of the advance within 5 days of their return from travel. Outstanding advances for which supporting documentation have not been submitted will be deducted from the responsible employee's payroll.

Student group travel is defined as a group of students of Alabama A&M University that is under the guidance of an Alabama A&M University employee.

Team Travel (Athletics Only) is defined as a group of athletes of Alabama A&M University that are students that is under the guidance of a Head Coach (employee) for a particular sport.

Athletics Recruiting is defined as college coaches add prospective students to their roster each off season.

Admission Recruiting is defined as college admission recruiters seeking potential students that will be a best fit to the university.

Eligible Travel Expenses for Advances (Defined)

Meals

Meals can be part of the requested advance amount. The amount calculated has to be based on the GSA rate per GSA.gov. Meals are calculated based on the GSA rate for the city and state traveled. Meals for the first and last day of travel are calculated at 75% of the GSA rate.

Lodging

Lodging can be part of the requested advance amount for individual student and employee (based on salary) travel.

Fuel (Rental Vehicle Only)

Fuel can be included in the requested advance amount. Proof of rental agreement and fuel receipt are required for clearance.

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Registration Fees

Registration fee can be included in the requested advance amount. However, if there is a registration fee that a traveler is requesting the university to pay in advance, this should be sent to the Travel Department to pay in advance prior to the meeting or conference. This means that the Travel Department can pay the registration fee on the traveler's behalf and the amount will not be included in the advance request amount. If the traveler is required to pay the registration fee upon arriving at the meeting or conference, the registration fee can be included in the requested advance amount.

Ineligible Travel Expenses for Advances

Personal Items

Personal items are not an allowable expense under the university travel advance policy. Any personal items that are expensed with the university travel advance funds will not be cleared by the university. The funds will reflect as a balance on the travelers account until the funds are returned to the university.

Miscellaneous Items

Miscellaneous items mean all goods, documents, instruments, property, and other tangible items not mentioned above. If the expenses are not covered in the areas listed above the expense could possibly be considered a miscellaneous item.

All expenses must be an allowable approved business purpose associated with the travel assignment. Approval must be established in advance.

iv. Travel Advance Clearance

- a. Once the advance is received the travel advances will be charged to your employee/student account.
- b. Upon the return of your travel the documentation needs to be submitted to the travel department within 5 days of your return.
- b. Any unused funds must be remitted to the cashier with instructions to credit the funds to your account.
- c. Unused funds may not be retained for use for future travel.
- d. Unused funds may not be retained to cover unreimbursed expenses from prior travel.
- e. Travel advances must be cleared within 5 business days after the end of the date of travel.
- f. Travel advances not cleared within 5 business days will be payroll deducted.