

Illinois State University
Authorization for Travel Advance

Overview:

Staff Members traveling on University business may obtain a travel advance if they meet the conditions described below. This travel advance is a university service to employees to cover out of pocket expenses that are expected to be reimbursed to the employee from University accounts. It is not provided for expenses that can be charged on a University direct billing or paid directly by the departmental credit card.

Who May Receive Advances:

- Faculty and staff members who are supervising student groups traveling on university sponsored activities.
- Faculty and staff members traveling to a foreign country. Mexico and Canada are considered foreign travel.
- Faculty and staff members who are on domestic travel extending at least seven consecutive days. Hawaii and Alaska are considered domestic travel.
- Admissions Office staff whose primary job responsibility is off-campus student recruiting.
- Exceptions may be approved by the University Comptroller for employees that do not meet above conditions or non-employees in instances where the best interests of the university are served by issuing the advance.

Additional Information:

- Employees may not approve their own travel advance. All travel advances require the signature of the Department's Budget Officer on the Travel Advance form. If the traveler is the Budget Officer, the traveler's manager must sign the form.
- Upon completion of a properly authorized travel form, Direct Deposit information is to be provided to the Travel Office for the funds to be deposited to a personal account. If cash is desired, present the completed form to the Cashiers' Office.
- The travel advance is a **DIRECT LOAN** to an individual and **MUST BE REPAID IN FULL** by that individual. Repayment of the travel advance is **NOT** contingent upon the traveler receiving full travel expense reimbursement from the university. The University is not liable for any lost or stolen cash.
- The advance is considered delinquent if it is not repaid by the end of the following month after the return from the trip. All Delinquent advances will be deducted in full from the employee's next paycheck and the employee will be ineligible for any future travel advances. Any exceptions would be approved only after appeal to the University Comptroller explaining any unique and unavoidable circumstances causing the delinquency.

Department Name: _____ Phone Number: _____ Mail Code: _____
Traveler Name: _____ Traveler UID: _____
Travel Destination: _____ Depart/Return Dates: _____
Student Group Traveling: _____ Number of Students Traveling: _____
Purpose: _____ Amount Requested: _____
Denominations if Applicable: _____

I have read the above and agree to the terms and conditions

Signature of Budget Officer: _____ Printed Name: _____ Date: _____

Signature of Traveler: _____ Printed Name: _____ Date: _____

Comptroller Approval (if required): _____ Date: _____

Received By: _____ To Be completed at Cashiers' Office

To Be completed at Cashiers' Office Payback:
