Policies and Procedures Manual

Title: Financial – Employee Travel Advance Policy
Policy Administrator: Assistant Controller
Effective Date: Feb-01-2010
Approved by: Controller

Purpose:

This document is intended to inform the College Community of the policies and procedures regarding the use and requesting of funds in advance of authorized College travel.

Policy:

1.0 General

It is the general policy of the College to reimburse an individual for travel expenses after the trip has occurred. However, a Travel Advance may be obtained in those circumstances in which College travel would impose a financial burden on the individual traveler.

Procedures:

1.0 Requesting an Advance

A Travel Advance form signed by the individual's department head should be received by the Accounts Payable department at least ten working days prior to the date the advance is needed.

2.0 Amounts Advanced

Travel advances may be requested for the out of pocket cash expenses incurred while traveling up to a sum of $50 per day. Travel Advances will be issued to the traveler by College check or direct deposit. Advances under $50.00 may be obtained in cash from the College Cashier (O'Kane 159). Athletic team travel can be advanced in cash to the team manager/coach.

3.0 Reconciliation

Each travel advance must be settled within ten working days of an employee's completion of travel. The advance must be reported on the Travel Expense Report form that documents the trip. The advance must be deducted from the report's total expenses. Any balance due the College should be remitted with a check made payable to College of the Holy Cross. A new advance will not be issued to an employee who has an outstanding, previously issued advance.

Forms:

Title: Travel Advance Form
Title: Travel Expense Report

Related Information:

Title: Employee Travel and Expense Policy
Title
URL

Policy #   340010-001
Date of Last Review   Apr-01-2013