Travel Advances

Summary/Purpose: Eligibility for travel advances

General
Employees are eligible for a travel advance for any trips outside Mississippi. The advance is available 20 days before departure date. The maximum amount available is 80% of the estimated cost of the trip after payment of any Prior to Trip Expenses (registration fees, airline tickets, etc.).

Prior to Trip Expense (PTE)
The PTE must be necessary to accommodate payments that are required to be made in advance. Many hotels charge the first night’s lodging to the traveler at the time reservations are made or the traveler may utilize the Internet to purchase airline tickets using a personal credit card. The PTE should only be incurred if it is in the best interest of the State.

The traveler must obtain approval with the Travel Authorization form to receive PTE. Employees must note on their travel authorization that they wish to receive an advance. Appropriate documentation must be attached, such as a detailed flight itinerary showing the cost of the flight or detailed statement from the hotel showing their charge. To receive a PTE for Registration fees, a copy of the completed Registration form showing the fee should be attached. The University will not pay conference fees for entertainment, family tours, etc. Such fees are the personal expense of the employee. A check or direct deposit will be issued to the employee. In order to receive the advance prior to the beginning date of the trip, it is imperative the approved travel authorization be in the Procurement Services 20 days before the start of the trip. An employee will not have the option of walking through the authorization and picking up a check.

Reconciling Advances on the Travel Reimbursement Form
When the travel has been completed you must file a Travel Reimbursement form. The PTE must be included on the Travel Reimbursement voucher. The travel clerk will first apply the reimbursement to the advance. If the reimbursement exceeds the amount advanced, the employee will receive a check for the difference. If the reimbursement does not exceed the amount advanced, the employee owes the difference. It is the employee’s responsibility to clear the advance. If the advance is not cleared within 60 days after the date of returning from the trip, the difference will be deducted from the employee’s next reimbursement or deducted from the next scheduled payroll if no other reimbursements are outstanding.