

John Carroll University

Travel Advance Policy

Travel is a necessary part of university operations, and employees will be promptly reimbursed for expenses they incur while traveling on University business. While use of the university sponsored credit card, personal credit cards or direct bill arrangements rank as the preferred method of paying for travel related expenses, the university will provide travel advances if necessary. All travel advances issued must be substantiated in accordance with Internal Revenue Service reporting requirements (i.e., Accountability Plan Rules).

All travel advances processed by the University must meet the following guidelines:

1. Travel advances must be requested on travel advance form (Interactive Multi-Voucher Form) that is available online at: http://www.jcu.edu/fas/fas_forms.htm.
2. All travel advances will be issued in the form of a check made payable to the individual requesting the advance. Travel advances will not be issued in the form of cash. Travel advance requests are processed each Wednesday.
3. Travel advances will not be processed for amounts less than \$100.00. The amount requested should normally be limited to estimated out-of-pocket costs, including the cost of meals, tips and tolls that will be incurred during the travel period.
4. Travel advances will not be issued more than fifteen (15) calendar days prior to the commencement of the trip without written justification.
5. Each travel advance request must be personally signed and dated by the individual requesting the advance.
6. Each travel advance request must be approved by a third-party. Such third-party approver must be authorized to sign for the budget being charged, and whenever possible, should be the direct supervisor of the individual requesting the advance.
7. Individuals receiving travel advances are personally responsible for safeguarding the funds that have been advanced to them. The department providing the advance is responsible for monitoring advances they authorize.
8. Pursuant to Internal Revenue Service regulations, the unused portion of any travel advance must be returned to the Cashiers Office within fifteen (15) days after the completion of travel. All travel advance expenditures must be substantiated on a University expense report.
9. Any advance that has not been settled within sixty (60) days after the completion of travel will revert to the university's debt collection process. That process may include deducting the advance from the traveler's paycheck. Any traveler who becomes subjected to this process is automatically ineligible for future advances for a period of one year.