

TRAVEL ADVANCE PROCEDURES

A travel advance is money that is given to Cameron University employees prior to going on an approved University trip to assist with expenses for the trip. It is essentially a loan from the Cameron University Foundation that must be repaid upon receiving reimbursement from the trip.

- Travel advance requests are to be received in the Business Office no later than two weeks prior to the first day of travel.
- Advance checks are to be picked up prior to travel or check will be cancelled.
- Travel advance funds are to be returned within 30 days after travel has ended.
- **ALL** travel advance funds are to be returned before the end of each fiscal year.

To request a Travel Advance, simply write the amount of the travel advance needed in the upper right-hand corner of your T3 (Travel Request for Leave and Reimbursement) form.

Travel advance checks may be picked up in the Business Office located in the Administration Building, Room 101. You will receive an email notification when the advance check is available for pick up. Travel advance checks are only released to the individual that requested the funds.

When the trip is over, if desired, any advance cash not spent on the trip may be returned immediately after travel. It is also acceptable to pay the travel advance in full when the travel reimbursement check is received. You may sign over the reimbursement check and pay any difference, or you may deposit the reimbursement check into a personal account and bring cash or a personal check made out to **Cameron University Foundation**. A receipt will be given for all funds returned.

For additional assistance, please contact:

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