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## ASUB Standard Operating Procedure – 2102

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### Standard Operating Procedure Synopsis

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Title: **TRAVEL ADVANCE FUND**

Approval Date: Dec. 15, 2021

Revision Date, if applicable:

Review Date(s): Sept. 14, 2022; Sept. 6, 2023; Sept. 25, 2024

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Business Operations

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### A. Purpose and Scope

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Arkansas State University-Beebe provides a travel advance to employees upon request for college-related travel. Travel advance funds may be utilized to make advances of amounts not to exceed 50% of the total anticipated travel expenses, not including those expenses that are prepaid. Travel advances for student activities may be made for 90% of the anticipated expenses that are not to be direct billed to the institution.

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### B. Definitions

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*TR-1* – Travel Reimbursement form

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### C. Procedures

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The traveler must first have an approved Travel Authorization form and then:

1. The traveler completes the Travel Advance Agreement form.
2. The traveler obtains approval from his/her supervisor as indicated on the form and forwards the completed form to the Vice Chancellor for Finance and Administration office.

3. The traveler will be notified when the travel advance check is available. An advance check will not be released to the traveler more than ten days prior to planned travel. Checks are picked up from the travel supervisor.
4. A TR-1 form should be filed within five (5) working days after the traveler returns to his/her official station.
5. With new procedures beginning July 1, 2024, the advance will automatically be reimbursed back from the TR-1. In the event all funds from the advance are not utilized, the traveler will have to pay back the difference.

The cost of airfare, lodging, vehicle rental or conference fees may not be included in the travel advance request. Many of these items can be prepaid through the travel supervisor.

The minimum travel advance shall be \$50.

Failure to submit the TR-1 to the proper unit in a timely manner may result in the traveler being permanently barred from utilization of the travel advance fund.

Anyone who has been issued a state travel card and who obtains a travel advance, without first obtaining written authorization from his/her supervisor, may be permanently barred from the travel advance fund.

Travel advance forms are located on SharePoint under Finance and Administration.

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#### **D. Related Information**

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[Request for Travel Authorization](#)

[Travel Advance Form](#)

[TR-1 Form](#)