

## ***General Policy - Travel Advances***

### **Policy:**

SBHE Policy 706.3 and [NDCC Section 44-08-04.2](#) govern travel advances. Under this code section, the college may advance to a college official or employee, at the request of the agency head, funds to be used for payment of meal and lodging expenses incurred while the official or employee is traveling on official business of the college provided that funds advanced do not exceed eighty percent of estimated expenses for the period. BSC will generally limit travel advances to the following two situations:

1. When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses. (e.g., athletic team events and student club travel).
2. When an employee is going on a trip for an extended period of time, such as more than two weeks and is expected to pay lodging and meal expenses.

### **Procedures:**

All requests for travel advances should be coordinated through the Accounts Payable office by completing a Request for Travel Advance Form. The request must be approved by a department head. A travel reimbursement request must be completed and all unexpended funds must be returned to the Accounts Payable office no later than seven working days following completion of the related travel. Advances for team travel in which the event has been cancelled or postponed can be carried over to another upcoming event with the approval of the Accounts Payable office.

### **History of This Policy:**

First policy draft -- January 10, 2003.

Revisions – December 21, 2010; May 7, 2015.