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Originating Office: Financial Affairs **Responsible**
Executive: VP of Finance & Administration
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Group Travel Advance

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I. REASON FOR THIS POLICY

Describe the guidelines and rules for obtaining a group travel advance.

II. STATEMENT OF POLICY

A group travel advance is available to university employees and Graduate Assistants to take student groups to events when the department has agreed to pay for travel expenses. These expenses are subject to all state travel regulations.

The form must be signed by the employee and approved by a department Dean, Director, or Chair.

If traveling out of state, the employee must process a group out of state travel request (found on the myUSD portal) and submit a copy of this with the group travel advance request form. Requests which are not completed in full, not personally signed by the employee, not approved, or not accompanied by the approved travel request form (if applicable) will be returned.

Once the group travel advance request has been submitted and approved, the request will be processed by the Accounting Department 7 days prior to departure and the money will be deposited directly into the employee's bank account approximately 6 days prior to departure.

ESTIMATED EXPENSES

Estimated expenses should include only out-of-pocket expenses. Items charged to the University such as airline fares are not to be included.

FAILURE TO REPAY TRAVEL ADVANCE

If an employee or Graduate Assistant does not repay a travel advance as stipulated in the procedures below within 60 days after termination of travel, the amount of the travel advance will be automatically deducted from the employee's paycheck or, in the case of Graduate Assistants, charged to the student's account.

III. DEFINITIONS

Travel Advance – payment made to employees who are authorized to travel on official university business.

IV. PROCEDURES

Submit completed Travel Advance Request form to the Accounting Office at least 10 days prior to date of departure.

Advance issued to the employee who has requested the travel advance approximately 6 days prior to departure.

Upon return from the trip, a journal voucher should be completed by the department no more than 30 days after termination of travel. The department's index should be debited using account 733090 for in-state trips or 733290 for out of state trips for the total amount of the expenditures. The journal voucher should credit the Group Travel Advance account (Index 221938/Account 120030 for Athletics or Index 221939/Account 120030 for all other departments). Attached to this journal voucher should be the Travel Payment Detail and all receipts and documentation for expenditures.

Any unused cash should be deposited at the Business Office using a [Deposit Advice Form](#). The funds should be deposited into the Group Travel Advance account (Index 221938/Account 120030 for Athletics or Index 221939/Account 120030 for all other departments).

If the actual travel expenses are greater than the amount of the travel advance, reimbursement should be requested by the employee through the Banner direct pay process. The Travel Payment Detail form should be used which can be found in the Financial Affairs section of the [myUSD](#) portal.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[Deposit Advice Form](#)

[Group Travel Advance Request Form](#)

[In-State Common Travel Payment Detail](#)

Out-of-State Travel Payment Detail

South Dakota Codified Laws §3-9-13 through §3-9-18

Travel Request -Out of State and All Air Travel Form