



<b>Policy Number:</b>	2.006
<b>Originating Office:</b>	Financial Affairs
<b>Responsible Executive:</b>	Vice President for Finance & Administration
<b>Date Issued:</b>	03/17/2011
<b>Date Last Revised:</b>	04/14/2022

# Individual Travel Advance

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## I. REASON FOR THIS POLICY

Describe the guidelines and rules for obtaining an individual travel advance. A travel advance is available to any University employee required to travel on University business who has received authorization for travel. The employee must be on payroll and scheduled to receive a paycheck for the following payroll period.

## II. STATEMENT OF POLICY

Individual travel advances are available to all staff, faculty, or graduate assistants who are authorized to travel on University business. All expenses purchased with the advance are subject to state travel regulations.

### MINIMUM ADVANCE

Travel advances will not be processed for amounts less than \$75. The amount of the advance requested cannot exceed the estimated reimbursable expenses or the amount authorized for the trip.

### MAXIMUM ADVANCE – CANNOT EXCEED AMOUNT AUTHORIZED ON TRAVEL REQUEST

Domestic Travel - estimated out-of-pocket expenses

Foreign Travel - Negotiable, depending on travel funds authorized

### 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.

### REPAYMENT TERMS

Advance repayments are due 30 calendar days after the termination of travel. The Travel Advance Fund will be reimbursed on the Employee's travel payment detail. If the travel advance amount exceeds the travel expenses, the remaining travel advance amount will be automatically deducted from the employee's paycheck. A signed travel advance request will authorize USD to automatically deduct the repayment from the first paycheck issued to the employee after the due date.

If an employee terminates prior to the due date of the advance, repayment must be made by the termination date by personal check, credit card, or deduction from the final paycheck.

For those employees who need to travel continuously over an extended period of time (such as admissions counselors over the academic year, or athletic coaches during recruitment season), a travel advance can be utilized during the travel period and repaid 30 days after travel is completed.

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## III. DEFINITIONS

**TRAVEL ADVANCE:** payment made to employees who are authorized to travel on official business.

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## IV. PROCEDURES

The advance will be direct deposited into the employee's personal checking account several days before departure, provided the request is submitted as required. 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.

Here is a summary of the procedures for requesting a travel advance:

1. Submit completed Travel Advance Request form to the Accounting Office at least 10 days prior to date of departure
2. Advance deposited into employee's account several days prior to departure
3. Advance repayments are due 30 calendar days after the termination of travel
4. All Travel expenses that exceed the travel advance amount are reimbursed to the employee through submission of a travel payment detail after the termination of travel
5. **Travel Expenses exceed Individual Travel Advance.**

- a. The travel payment detail will reimburse the Individual Travel Advance fund 239906. If the employee's travel expenses exceed the travel advance, the full amount of the advance will be reported on the payment detail. The department fund credit the Individual Travel Advance fund and debit the travel expenses. The net amount will be issued to the traveler for reimbursement.

**6. Individual Travel Advance exceeds the Travel Expenses.**

- a. If the travel expenses are less than the Individual Travel Advance, the travel payment detail will be entered as a Journal Voucher using the rule code of ZEC. An invoice cannot be entered since the net amount paid to the traveler is zero. The "Apply to Advance" amount will equal the total travel expenses. The remaining amount of the travel advance will be automatically deducted from the employee's payroll check issued after the due date, which is 30 days after completion of travel, or upon termination of the employee. The USD Accounting Office will work with USD Payroll to determine the amount to be deducted from the employee's payroll check.

**7. Individual Travel Advance equals the Travel Expenses.**

- a. If the travel expenses equal the Individual Travel Advance, the travel payment detail will be entered as a Journal Voucher using the rule code of ZEC. An invoice cannot be entered since the net amount paid to the traveler is zero. The "Apply to Advance" amount will equal the total travel expenses and the amount of the travel advance.

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## V. RELATED DOCUMENTS, FORMS AND TOOLS

**[South Dakota Administrative Rule §39-01](#)**

**[South Dakota Codified Law §3-9-13](#)**

**[Individual Travel Advance Request Form -](#)**

**<https://my.usd.edu/SimpleContentPortlet/content/735cec82-82d8-4d00-84a4-80ef1843000a/Individual-Travel-Advance-Form-Updated-Nov-2019.pdf>**