



## Internal Operating POLICY

Number: Travel-2

Section: Office of the Controller

Subject: Travel Advances

Approved By: DENR Secretary

Eff. Date: March 1, 1992

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<b>Purpose</b>	The purpose of the Travel Advance policy is to allow department employees an alternative to using personal funds when traveling on State business. This policy allows permanent employees to receive advance funds to cover the cost of a trip authorized by the appropriate department official.
<b>Procedures</b>	The Office of State Budget and Management has supplied State Budget Manuals to our Department as guidance for State policy regarding travel advance. Under authority granted by the Office State Budget and Management, the Secretary of the Department has established Operating Procedures for the department.
<b>Policy</b>	Travel advances are issued <i>only to DENR employees</i> and are <i>not</i> transferrable between employees. Travel advances must be requested by the employee and approved by the appropriate department official. Full <i>Payroll Name</i> and <i>Beacon Employee ID Number</i> must be used. Requests for travel advances <b>must</b> be on the Travel Advance Form (Form OCF-2) and submitted at least 10 work days prior to the beginning of the trip to the Accounts Payable staff in the Controller's Office. Travel Advance requests and reimbursements will no longer be processed by division Accounts Payable staff. Travel advance checks will be issued as soon as possible to the date of departure. Travel Advance will not be issued more than 5 days before the date of departure for any reason.

The procedures for a Travel Advance are detailed in the following Table of Contents.

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## Travel Advances

Travel advances are issued *only to DENR employees* and are *not* transferrable between employees. DENR employees include permanent and temporary employees who have been issued a Beacon personnel number. No travel advances will be issued to an individual without a valid Beacon personnel number. Travel advances must be requested by the employee and approved by the appropriate department official. Full *Payroll Name* and *Beacon Employee ID Number* **must** be used. Requests for travel advances must be on the Employee Advance Request Form (Form OC-07) and submitted at least 10 work days prior to the beginning of the trip to the A/P staff in the Controller's Office.

When the form is completed and approved, forward the original to the division fiscal officer. The approved travel authorization form is then attached, and the request is forwarded to the Controller's Office for issuance.

The two types of advances are:

**Permanent Advance** - the advancement of funds covering an entire fiscal year for employees who travel each month. The amount of the annual advance is the employee's average monthly expenses paid during the previous fiscal year.

**Temporary Advance** - the advancement of funds for an individual trip.

## Travel Advances

### Permanent Travel Advances

A Permanent Travel Advance is issued to employees who travel *every* month. The amount of the advance is based on an employee's average monthly reimbursement from the previous fiscal year. If the employee is new or in a new position, the monthly average must be projected based on anticipated travel costs.

The employee will submit their Travel Reimbursement Requests on a monthly basis; however, the Permanent Travel Advance *will not* be deducted from their monthly reimbursement. A Permanent Travel Advance should be considered as a loan from the Department to the employee for the current fiscal year. Full payment is due no later than June 10th unless different instructions are issued by the Controllers Office.

## Travel Advances

### Temporary Travel Advances

Employees who travel occasionally for the Department may be issued a Temporary Travel Advance as an alternative to using personal funds when traveling on State business.

- The Temporary Advance shall not exceed the estimated cost of the trip and may not be issued more than five working days prior to the day of departure.
- Hotel/Lodging Accommodations will **not** be included in the amount of the Temporary Advance for employees with p-cards.
- Prepaid Registration fees (and any other prepaid expenses) will **not** be included in the amount of the Temporary Advance even though they may be listed on the Travel Authorization form.
- Temporary Advances are not issued for less than \$100.00.
- Temporary Advances must be deducted from the reimbursement request on the travel expense report which shall be submitted within 30 days after the travel period ends.
- If the trip is canceled after the Temporary Advance has been issued, the advance must be repaid **immediately**.
- Temporary Advances must be repaid **no later** than **one** month after the trip is completed.
- If the Temporary Advance amount received is greater than the amount of the reimbursement request, the employee will return the excess funds received with the reimbursement request.
- Temporary Advances must be repaid **prior** to issuance of another advance.
- Employees who are delinquent submitting their travel reimbursements for 2 months or more will forfeit their travel advance privileges.

No Temporary Travel Advances will be issued during the month of June due to the closing of the fiscal year. All unreconciled Temporary Travel Advances *must* be repaid no later than June 10th unless different instructions are issued by the Controllars Office.

## Travel Advances

### Late Justifications

Requests for reimbursements (including any repayments due) should be filed within 30 days after the travel period ends. Failure to submit travel reimbursements in a timely manner will require a justification statement to be included. The justification statement should be attached to the reimbursement and include the following:

- a) A statement from the employee explaining why the reimbursement is late
- b) Employee's signature
- c) Division Director's signature