

CCS Administrative Procedure

5.30.01-F Travel Advance

Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

1.0 Purpose

CCS may provide a travel expense advance to defray some out-of-pocket costs a traveler may incur while traveling on official CCS business.

2.0 Limitations and Requirements

2.1 The traveler receives the advance no more than thirty (30) days before the start of travel.

2.2 Travel advances are prohibited for:

2.2.1 Use of privately-owned vehicles,

2.2.2 Purchase of commercial airfares.

2.3 The travel advance must only be used to defray necessary reimbursable costs while performing official duties.

3.0 Criteria for a Travel Advance

3.1 The traveler must be in travel status at least three (3) business days.

3.2 Domestic Travel

3.2.1 If a CCS Travel Card is used for lodging, the amount advanced is the low-cost meal per diem rate in effect at the time of travel.

3.2.2 If the traveler does not use a CCS Travel Card, the amount advanced for lodging and meals is the low-cost per diem rate in effect at the time of travel. (Advances are not given at a high cost rate for lodging, meals or transportation expenses.)

3.3 Foreign Travel

3.3.1 If a CCS Travel Card is used for lodging, the amount advanced is 100% of the daily meal per diem rate based on the traveler's destination.

3.3.2 If the traveler does not use a CCS Travel Card, the amount advanced is 100% of the total daily lodging and meal per diem rate based on the traveler's destination.

4.0 Requesting a Travel Advance

4.1 Prepare a *Travel Prior Approval (TPA)* form.

4.1.1 Indicate an advance is requested.

4.1.2 Submit the TPA/advance request to the district travel department, MS 1006, at least ten (10) working days prior to the scheduled travel.

4.2 The advance check will be mailed to the traveler's home address unless other arrangements are made with the travel department.

5.0 Clearing/Accounting for the Travel Advance

- 5.1 The traveler must return any portion of the travel advance not expended to CCS within ten (10) business days of returning from travel. Return of the unspent travel advance can be made at the cashier's office. A copy of the payment receipt and the completed TPA should then be submitted to the travel department for final processing.
- 5.2 The traveler's acceptance to the terms and conditions for a travel advance, as provided on the TPA, authorizes CCS to deduct unspent travel advances from the traveler's paycheck if the advance is not returned upon completion of the travel.
- 5.3 If the travel advance is less than or equal to the travel expenses incurred, the traveler should complete the TPA and remit all documents/receipts to the travel department for processing within ten (10) business days of returning from travel. Reimbursement to traveler will be processed through payroll after receipt of completed travel documents and review by the travel department.
- 5.4 If the TPA or documentation is incomplete or there are questions regarding the trip, reimbursement may be delayed.

6.0 Related Information

State Accounting & Administrative Manual (SAAM), [Subsection 10.80.60](#).