

INSTRUCTIONS TRAVEL ADVANCE REQUEST

Purpose:

It is the general policy of the Laurens County Board of Education to reimburse an employee for travel expenses after the trip has occurred. However, a Travel Advance may be obtained in those circumstances in which business travel would impose a financial burden on the traveler.

Requesting an Advance:

A Travel Advance Form should be completed by the employee, signed by the employee's supervisor, and submitted to the Accounts Payable Department at the Central Office at least ten working days prior to the date the advance is needed. The form will be processed by the Accounts Payable Department and the advance will be issued in the form of a check made payable to the employee that will be ready to pick up a few days before the trip.

Amounts Advanced:

Travel advances may be requested for the out of pocket expenses incurred while traveling and may include:

the amount of airfare charged on the employee's credit card after receiving the bill if this is before the departure date of the trip (a receipt must be submitted with the Travel Advance Request Form);

the estimate for Per Diem meals not to exceed the current daily rate specified in the Statewide Travel Policy times the number of days away;

the estimated expenses for lodging (employee must submit the reservation confirmation from the hotel with the Travel Advance Request Form);

the amount of a registration fee paid by employee. (a receipt must be submitted with the Travel Advance Request Form).

Reconciliation:

Each travel advance must be settled within ten working days of an employee's completion of travel. The advance must be reported on the Employee Expense Statement form that documents the trip. The advance must be deducted from the report's total expenses. Any unused advance funds should be remitted in the form of a check made payable to the Laurens County Board of Education. If the expenses incurred exceed the advance, the LCBOE will issue a check to the employee for the difference. In the event that any unused funds are not repaid within the prescribed time, or if employee fails to provide the documentation for the trip in accordance with travel procedures, the advance will be deducted from employee's payroll check.