

	Columbia Public Schools Columbia, Missouri	PROCEDURE	No. 190.10
			DATE 07/01/98
SUBJECT:	TRAVEL ADVANCES		REVISION NO. 3
			REVISION DATE 09/15/14

- A. If an employee's travel requires significant expenses to be incurred in excess of \$200 (for meals, lodging, etc.), the employee may request a travel advance through the purchase order process for an amount approximating the total of these expenses, not to exceed the amount approved on the Professional Leave Application Form.
- B. When entering the purchase order, state that it is a "Travel Advance" in the description and list the date(s) and name of the event. The account code to be used on the purchase order for a travel advance should be the account where the funds are being paid from using the object code of 6399. An example of this would be: XXXXXXXXXX-6399
- C. Advances will only be issued to employees; not hotels, professional organizations, etcetera.
- D. Travel advances for a group of employees should not be entered under one employee's name unless that employee is going to reconcile the travel advance by submitting one travel expense voucher for the entire group.
 1. If an employee receives a travel advance for a group of employees that employee accepts responsibility for the entire travel advance which includes reconciling the travel advance at the end of the trip and reimbursing the District for any unused funds.
- E. Travel advances for students must be issued to the employee responsible for the students. That employee accepts responsibility for the entire travel advance, and must reconcile the travel advance by submitting one travel expense voucher for the entire group of students within 10 days of return from travel.
- F. After the approved purchase order has been received, obtain the required signatures and send the purchase order to Accounts Payable in the Business Services office. A check will be issued and sent to the employee's home address (the address the District has on file for the employee in Business Plus).
- G. Allow a minimum of two weeks for processing of the purchase order and issuance of the check for travel advances.
- H. The travel advance must be reconciled within 10 calendar days of return from travel. To reconcile the travel advance the employee must submit an approved Travel Expense Voucher with required receipts and documentation.
- I. If expenses for the trip exceeded the travel advance the employee will need to create a purchase order for the overage. Include the purchase order number for the travel advance and the travel reimbursement on the Travel Expense Voucher