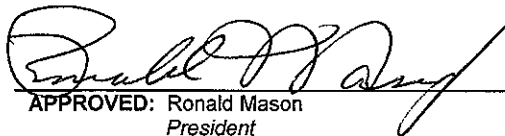


**JACKSON STATE UNIVERSITY  
DIVISION OF BUSINESS & FINANCE**

<b>POLICY #:</b>	
<b>TITLE OF POLICY</b>	<b>PAYROLL DEDUCTIONS FOR TRAVEL ADVANCES</b>
<b>DATE SUBMITTED:</b>	10/29/07
<b>RESPONSIBLE DEPARTMENT &amp; OFFICER:</b>	
Dept Name:	Business & Finance
Responsible Officer:	Kathy Elam
Responsible Officer's Title:	Associate Vice President
Phone:	601-979-2937
Email:	kathy.a.elam@jsums.edu
<b>POLICY IMPACT</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Divisional <input type="checkbox"/> Departmental
<b>POLICY TYPE</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
<b>REASON FOR POLICY</b> (Please explain in detail the issue that this policy seeks to resolve)	The policy is written to address how travel advances are to be deducted from an employee's paycheck when he/she does not provide adequate documentation (i.e. receipts, travel reimbursement, etc.) in the time frame indicated in the policy for travel advances. It is also modified to follow the State Department of Finance and Administration (DFA) procedures to agencies that utilize the Statewide Automated Accounting System (SAAS).
<b>EFFECTIVE DATE</b>	4/1/08
<b>POLICY STATEMENT</b>	Travel advances are requested utilizing the Travel Itinerary/Travel Advance Form. If any outstanding travel advances are not settled within ten (10) working days after the end of the month in which the travel is completed, a paper check will be printed and held until the Travel Reimbursement is submitted. Only two (2) travel advances shall be outstanding at one time.
<b>EXCLUSIONS</b>	
<b>DEFINITIONS</b>	<p><b>Travel Itinerary/Travel Advance Form</b> is the document used to request authorization to travel and to incur the related estimated expenses indicated.</p> <p><b>Travel advances</b> are funds requested by and issued to employees who accompany students traveling and to employees who are traveling internationally.</p> <p><b>Travel Reimbursement Form</b> is the document used to submit the reimbursement for actual travel-related expenses along with bona fide receipts and/or other required documentation.</p> <p><b>Bona fide receipts</b> are original and/or legitimate receipts.</p>
<b>PROCEDURES</b>	See the policy and procedures for processing the Travel Itinerary/Travel Advance Form.
<b>ADDITIONAL INFORMATION</b>	Exceptions will be determined by the Senior Vice President for Finance & Operations.
<b>APPENDICES, INCLUDING FORMS &amp; INSTRUCTIONS</b> (Please attach.)	Travel Itinerary/Travel Advance Form Travel Reimbursement International Travel Form

  
 APPROVED: Ronald Mason  
 President

8.27.08  
 Date