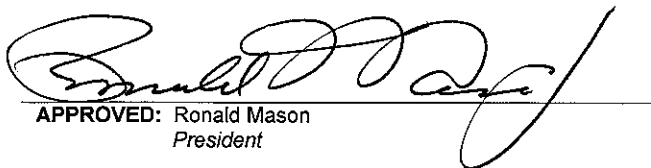


**JACKSON STATE UNIVERSITY
DIVISION OF BUSINESS & FINANCE**

POLICY #:	
TITLE OF POLICY	TRAVEL ADVANCES
DATE SUBMITTED:	12/7/07
RESPONSIBLE DEPARTMENT & OFFICER:	
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
POLICY IMPACT	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Divisional <input type="checkbox"/> Departmental
POLICY TYPE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
REASON FOR POLICY (Please explain in detail the issue that this policy seeks to resolve)	The policy is written to align with the current policy published, October 9, 2007, by the State of Mississippi Department of Finance and Administration (DFA) for travel advances.
EFFECTIVE DATE	4/1/08
POLICY STATEMENT	<p>Travel advances are authorized by Section 25-1-79, Mississippi Code of 1972, upon approval by the University Department Head (which is the University President) in alignment with the policy for Minimum Signatures. The travel advance is requested utilizing the Travel Itinerary/Travel Advance Form. An advance will not be issued earlier than twenty (20) days before the travel start date. As soon as the employee returns from the travel, a Travel Reimbursement Form must be completed and the advance settled within ten (10) working days after the end of the month in which the travel is completed.</p> <p>Travel advances will be issued to employees who accompany students traveling and to employees who are traveling internationally.</p>
EXCLUSIONS	N/A
DEFINITIONS	<p>Travel Itinerary/Advance Form is the document used to request authorization to travel and to incur the related estimated expenses. The form also requests the purpose of the trip, dates of travel, destination, and the mode of travel.</p> <p>Travel advances are funds requested by and issued to employees who accompany students traveling and to employees who are traveling internationally.</p> <p>Travel Reimbursement Form 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>Bona fide receipts are original and/or legitimate receipts.</p> <p>Request for Approval of International Travel is the form used to request permission to travel outside of the continental United States that requires approval from the University President thirty (30) days prior to the expected date of travel.</p>

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PROCEDURES	<p>The procedures to request advance payments for travel are as follows:</p> <ol style="list-style-type: none"> 1. The requestor submits a Travel Itinerary/Advance Form to the applicable supervisor, department head, unit vice president, and any other personnel for approval. 2. The approved Travel Itinerary/Advance Form is forwarded to University Strategic Sourcing Services (USSS) Travel & Requisitions. The Form should list all expenses that will be incurred during the travel. <ul style="list-style-type: none"> • All of the students who travel on the same trip must be submitted on one Form. If space does not provide for the names, a listing of the students' names with the request should be attached. • The faculty or staff who serves as the chaperon(s), must complete and submit a separate approved Form for the same trip along with the students' request. • The Request for Approval of International Travel, must be completed and approved Form by the University President thirty (30) days prior to the expected date of travel. 3. USSS Travel & Requisitions reviews all Travel Itinerary/Advance Forms for proper approval, accuracy, and compliance to state and federal travel regulations. 4. Upon review of the requests for advances, the Supervisor for Travel & Requisition approves the advances. Copies of the documents are maintained in USSS Travel & Requisitions. 5. The request for a check, a copy of the approved Travel Itinerary/Advance Form(s), the original check request and a list of the students traveling are forwarded to the Office of Financial Services Accounts Payable to request the advance 6. Upon completion of the travel, the Travel Reimbursement Form must be completed, approved, and submitted within the specified timeframe indicated in the aforementioned policy statement. The employee must also attach the: <ul style="list-style-type: none"> • approved original Travel Itinerary/Advance Form; • bona fide receipts; • other applicable documents; and/or • University-issued receipt for the return of unused funds to the budget it was paid from.
ADDITIONAL INFORMATION	Exceptions will be determined by the Director of USSS or his/her designee.
APPENDICES, INCLUDING FORMS & INSTRUCTIONS (Please attach.)	Travel Itinerary/Travel Advance Form Travel Reimbursement International Travel Form Listing of Minimum Signatures for Travel (should be added)


APPROVED: Ronald Mason
President

8.27.08
Date