

## TRAVEL ADVANCE PROCEDURES

1. Travel advance requests must be submitted to Accounting *along with* an approved Professional Leave form within **10 working days** prior to the event. All required signatures and account numbers are the responsibility of the applicant and must be provided *before* submitting to Accounting.
2. Failure to submit *timely and completed* advance request may result in an advance not being issued. Employees may be reimbursed after the event by completing a TRAVEL EXPENSE SETTLEMENT form.
3. If an advance check is issued but not picked up by the employee, Accounting will void the check. All expenses should be submitted after the event on the TRAVEL EXPENSE SETTLEMENT form.
4. Travel advances will be issued within **5 working days** prior to the event.
5. Prepayments of airline tickets and/or registrations may be paid directly to the vendors if original receipts and purchase orders or authorized memos are submitted for payment.
6. All advances must be settled by completing a TRAVEL EXPENSE SETTLEMENT form within 30 days after the event.
7. Instructions for completing the TRAVEL EXPENSE SETTLEMENT form are provided on the back of the form. To settle an advance, **original itemized receipts** must be provided.
8. A maximum of \$40.00 *per day* may be spent for food. (\$55.00 per day if a high cost area.) Prior day's balances may not be forwarded to cover over-spending. Tips for luggage and other travel services should be reasonable. Tips for meals should not exceed 15% and are included in your total \$40.00 /\$55.00 per day allowance for meals.
9. Mileage is calculated at .50 cent per mile. Distance from home to work location should not be included.

Travel advances are a privilege and responsibility of the employee. Upon receiving and cashing an advance you agree to the procedures outlined above. Your cooperation and good stewardship in the management of *public* funds is appreciated. It is in good faith East Baton Rouge Parish School System issues travel advances for professional growth.