

## ***“How to Process ...”***

### Travel – Employee - Advance

Although discouraged, University of North Dakota may advance funds for the payment of meal and lodging expenses incurred while an employee is on business travel. All travel advances must be preapproved by Procurement & Payment Services. To qualify for a travel advance:

- Travel must be in excess of five days per month (does not need to be consecutive)
- Requested funds cannot exceed 80 percent of estimated expenses

Submit travel advance request in writing (email) to Procurement & Payment Services. Request must include:

- Travel dates
- Business purpose of the travel
- Estimated expenses
- Explanation as to what other options other than a travel advance were considered
- Supervisor’s signature/approval

If approved, Procurement & Payment Services will notify the department and process the advance through the electronic payment process.

#### **WHEN TRAVEL IS COMPLETE:**

- The request for reimbursement of remaining expenses must be submitted via the Travel & Expense module in PeopleSoft Finance. (All travel expenses for one trip can be submitted on the same expense report)
- Please reference the Travel & Expense User Guide for instructions on entering an expense report
- The Travel Advance voucher number must be documented on the expense report.
- The business purpose of the travel **must be documented**.
- Traveler must be the one to submit the expense report. This electronic submittal is accepted as the signature of the traveler.

Please contact your Grants and Contracts Officer **prior to** scheduling any travel to be paid for with Grant funds.