

General Information

Sweet Briar College will issue travel advances to faculty and staff traveling on College business if the expected CASH expenditures of the trip exceed \$100.00. Cash expenditures are defined as expenses which cannot be charged on the Pcard, or another credit card.

Requests for travel advances must be properly approved and submitted to the Business Office at least 10 working days prior to departure. Accounting for travel advances should be submitted within 30 days after completion of the trip and before other travel advances or reimbursements are requested.

Failure to return unused advance funds or properly account for travel expenses within one-hundred and twenty (120) days will result in reporting the advance as wage subject to withholding on the employee's W-2 as well as withholding the employer's share of FICA taxes.

Meals are limited to a daily maximum average of \$75.00 per day for each full day of travel.

Department Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Email: \_\_\_\_\_ Employee Campus Phone Number: \_\_\_\_\_

Specify:  Check Delivered  campus mail  U S mail  held for pick-up

Funding for trip to come from:

Index: \_\_\_\_\_ Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Total Travel Advance Requested: \_\_\_\_\_

Coding

|                         | FUND   | ACCOUNT | AMOUNT |
|-------------------------|--------|---------|--------|
| Employee Travel Advance | 111010 | 121030  |        |
| Faculty Grant Advance   | 111010 | 121040  |        |

**Total Advance**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval/Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Office Use:

Banner Invoice Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Vendor Number: \_\_\_\_\_