

Dear Colleagues,

I am forwarding to you the College Policies regarding Travel Authorizations and Travel Advances. Keeping in mind that the Travel Authorization needs my signature as well as the Dean's signature (and, in cases when international travel is involved or the TA exceeds \$2500, the Provost's signature is also required), please be sure to submit your TAs to me for my approval at least **one month prior to your departure**. I WILL NOT SIGN ANYTHING after that date. Please plan accordingly. I have provided the link to the travel policy here: <http://controller.cofc.edu/documents/policies-and-procedures/travel-policy.pdf>. Please refer to the complete policy should you have any questions.

A. 2. a. 3) All TA forms with an estimated or maximum approved expenditure of \$2,500 or more require the approval and signature of the Provost. 4) All TA forms involving international travel, no matter what the proposed expenditure, require the approval and signature of the Provost.

A. 2. f. Approved Travel Authorization forms are to be forwarded to the Controller's Office immediately. The Travel Authorization (TA) form should be submitted not less than ten (10) business days prior to the commencement of travel. The form serves three basic functions as follows: 1) Administrative approval of the travel 2) Commitment of funds 3) Supporting documentation for reimbursement claims.

N. Travel Advances. The College may advance travel and subsistence expense monies to employees for the financing of ordinary and necessary travel required in conducting the business of the College. The primary purpose for providing cash advances to employees who are traveling on official business of a State agency is to reduce the amount of personal funds required to finance official travel, thereby relieving the financial burden of the traveler. The College shall not make such advances except under the rules and regulations as published. 1. Travel advances for trips within the State of South Carolina cannot be made under present Department of Administration policies. 2. For cities outside of South Carolina, the policy is as follows: a. No travel advance shall be made for more than 80% of the estimated amount of the total travel expense (Meals and Lodging ONLY). Example: [Number of day's x (actual room rate + \$32.00/day meal allowance) x 80%] = \$xxx.xx b. No advance shall be made in instances where 80% of the estimated travel expense (Meals and lodging) does not exceed \$250.00. If the calculated dollar amount exceeds \$250.00, an advance may be processed. 3. Requests for advances must be provided to the Controller's Office using the Travel Advance Request Form. To ensure receiving travel advances when needed, requests should accompany **the Travel Authorization and be submitted to the Controller's Office no later than ten (10) business days prior to the beginning of the trip**. Advances will not be issued earlier than five days prior to travel, even if the request is received before that date. 4. Individuals receiving advances must file an itemized travel reimbursement form with the Controller's Office within 10 days of returning from the trip. However, for purposes of fiscal year-end close out, cash advances received for travel that occurs during the month of June must be settled no later than the fifth business day of the new fiscal year. When filing the reimbursement, the amount of the advance should be noted in the specified section of the travel reimbursement form as an amount received for the travel advance and deducted from the total claim. If the travel advance exceeds the actual travel expenses, a personal check or cash must be remitted to the Treasurer's Office. The travel reimbursement form along with the receipt from the Treasurer's Office must be submitted to the Controller's Office to settle the cash advance transaction.