



State of Arizona Accounting Manual

Topic 50 Travel

Issued 07/15/19

Section 52 Travel Advances

Page 1 of 2

INTRODUCTION

In general, the issuance of travel advances should be avoided and, under certain circumstances, may not be issued.

POLICIES

1. Travel advances may not be made to employees who have:
 - 1.1. Been issued an Employee Travel Card (ETC).
 - 1.2. Not applied for an ETC.
 - 1.3. Had their ETC revoked.
 - 1.4. Applied for and been denied an ETC.
 - 1.5. Failed to provide their SSN or other information as required by OFAC.
 - 1.6. Been approved for an ETC that is still in transit.
 - 1.6.1. The Agency Travel Card Program (TCP) Administrator should, for an ETC that has been approved but not yet forwarded by the TCP Contractor, enquire as to whether the ETC may be dispatched without additional cost, by overnight courier to the employee or some alternative delivery address, such as to the employee in care of the hotel to which the employee is traveling.
2. Approvals to issue travel advances to an employee who, for reasons other than those listed above, does not have an ETC may be requested in writing. Such written requests are:
 - 2.1. To be forwarded to the State Comptroller for consideration.
 - 2.2. To be accompanied by a completed Form GAO-509A.
3. Travel advances will be considered only when the traveler is anticipated to be in travel status for three (3) or more consecutive days.
4. The amount of an advance, if approved, is limited to the sum of eighty percent (80%) of estimated lodging and meal costs to be encountered during the trip.

State of Arizona Accounting Manual

Topic 50 Travel

Issued 07/15/19

Section **52 Travel Advances**

Page 2 of 2

5. A travel advance must be appropriately accounted for and applied to the cost of travel.
 - 5.1. If the advance exceeds the cost of travel, the excess must be recovered from the employee (generally by a payroll deduction) at the earliest opportunity.
 - 5.2. If the cost of travel exceeds the advance, the employee's travel reimbursement must be reduced by the amount of the advance.