



State of Arizona Accounting Manual

Topic 50 Travel
Section 52 Travel Advances

Issued 05/01/15
Page 1 of 1

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.
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 meals.