

Travel Advance Request Form

Name: _____ Title: _____
 Address: _____ FAMIS VID _____
 (11 Digits): 2 - _____
 Email: _____ Sales & Receivables ID: _____
 TR 68 - _____ - 000

Departure Date: / / Destination(s): _____
 Return Date: / / _____

Purpose of Travel: _____

Account Number to be charged: _____ Advance Amount: \$ _____
 Does advance amount include airfare or lodging? Yes No
 Advances for airfare allowed only after receiving the credit card statement.

Travel Voucher must be submitted to F.M.S. by the Accounting Due Date.

Accounting Due Date (30 days after return date): / /

Requested by : _____ Mail Check
 (Signature - Traveler) Pick Up Check

Approved by: _____ ACH Direct Deposit _____
 (Signature - Department Head or Designee)

Phone: _____

 (Printed Name) (Date) Advance Picked Up by: _____
 _____ (Signature) (Date)

Contact: _____ Phone: _____ Email: _____ MS: _____

To Look Up Sales and Receivable # on FAMIS:

Use customer last name on screen 632. (TR68
 + XXXXXX + 000)

For Fiscal Department Use:

A/P: Type 3
 Dept. Ref.=TRADV
 011143-1615

For Fiscal Department Use:

A/R: Dept. = GL
 Type DP
 011143-1615

See back for travel advance process and procedures.

Fax completed form to Fiscal-Accounts Payable at (979) 458-4193 or deliver to Receptionist at the BMSB Building **at least two working days prior to date of departure (2:00 p.m. deadline for next day check).**

Privacy Notice:

State law requires that you be informed of the following:

- (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions provided by law);
- (2) you are entitled to receive and review that information; and
- (3) you are entitled to have the information corrected at no charge to you.

Travel Advance Process:

Travel advances are available to TAMU employees who are traveling on university business. Below is the process for obtaining a travel advance:

- 1) Complete the form and fax to Fiscal-Accounts Payable at (979) 458-4193 or deliver to the BMS Building (1501 Texas Ave. South, College Station) **at least two working days prior to date of departure (2:00 p.m. deadline for next day check)**.
- 2) The form will be processed by Accounts Payable.
- 3) The check will be either mailed or the department will be notified that the check is ready to be picked up as indicated on request form.
- 4) Travel occurs.
- 5) Travel voucher must be prepared and submitted to Accounts Payable within 30 days of return from travel. Travel voucher must clearly show the amount of the travel advance and the reference number from the processed travel advance.
 - A) If travel advance exceeds expenses incurred, the difference must be submitted with the voucher.
 - B) If expenses incurred exceed the travel advance, the difference will be paid to the traveler.
 - C) If travel advance is equal to expenses incurred, a travel voucher must still be completed and submitted.
- 6) Travel Advance issued, but trip/travel cancelled.
 - A. Immediate reimbursement of travel advance due to trip cancellation is required.
 - B. Please send check or money order to FMS-Sales and Receivables department, 6000 TAMU; noting "travel advance reimbursement".

Travel Advances can be given for...

1. *Employees who have the Bank of America Corporate Card:*
 - a. ...\$20 a day for incidental expenses. The total amount of the advance must be at least \$100.
 - b. ...the amount of airfare charged on the traveler's American Express card (or any credit card if using non-E & G funds) after receiving the bill if this is before the departure date of the trip.
 - c. ...estimated expenses for lodging and meals if the employee is going to a foreign country where the Bank of America card may not be accepted.
 - d. ...foreign currency payment of a registration fee (all other registration fees should be paid by regular purchase voucher).
 - e. ...required deposits (such as for hotels).
2. *Employees who do **not** have the Bank of America Corporate Card (**Employees requesting a travel advance who travel more than once every two years are required to apply for the Bank of America Corporate Card.**):*
 - a. ...estimated expenses for lodging and meals for the traveling area and \$20 a day for incidental expenses. The total amount of the advance must be at least \$20.
 - b. ...foreign currency payment of a registration fee (all other registration fees should be paid by regular purchase voucher).
 - c. ...the amount of airfare charged on the traveler's credit card if using non-E & G funds after receiving the bill if this is before the departure date of the trip. The departmental CBA must pay for the airfare when using E&G funds.

Bank of America Corporate Card:

1. All employees are eligible for a state-issued Bank of America Individual Corporate Card. *Employees requesting a travel advance who travel more than once every two years are required to apply for the Bank of America Individual Corporate Card.* Use <http://travel.tamu.edu/forms/> for latest application form.
2. The state issued Bank of America Individual Corporate Card is to be used for **business related charges only**. Related business and incidental expenses are allowed even if reimbursement is not going to be requested by the traveler. For example, if you are traveling with your spouse and your hotel bill includes a double

occupancy rate that is higher than the single occupancy rate, the Bank of America Individual Corporate Card may be used to pay for the complete hotel bill, even though these extra costs are not reimbursable.

3. On individual card accounts, the individual whose name appears on the card is solely responsible for payment of the account.