



### 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 845-9415 or deliver to the Coke building **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.

### Travel Advances can be given for...

1. *Employees who have the American Express 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 American Express 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 American Express Corporate Card (**Employees requesting a travel advance who travel more than once every two years are required to apply for the American Express 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 BTA must pay for the airfare when using E&G funds.

### American Express Corporate Card:

1. All employees are eligible for a state-issued American Express Individual Corporate Card. *Employees requesting a travel advance who travel more than once every two years are required to apply for the American Express Individual Corporate Card.* Call (409) 845-8846 for latest application form.
2. The state issued American Express 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 American Express 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.