Travel Advance Request Form

Name: ____________________________________    Title: __________________________
Address: ____________________________________    FAMIS VID (11 Digits): ____________

Departure Date: ________________________________    Destination(s): _______________________
Return Date: ____________________________________
Purpose of Travel: __________________________________

________________________________________________

Account Number to be charged: ____________________    Advance Amount: $______________

Does advance amount include airfare?    Yes / No

Advances for airfare allowed only after receiving the credit card statement.

Travel Voucher must be submitted to Fiscal by the Accounting Due Date.
Accounting Due Date (30 days after return date): / /

Requested by: _________________________________    Mail Check □ OR  Pick Up Check □
(Signature - Traveler)

Approved by: _________________________________    Phone: _______________
(Signature - Department Head or Designee)

(Printed Name) _________________________________ (Date) _______________
(Advance Picked Up by)

(Title) _____________________________ (Signature) __________________________________

To Look Up Reference # on FAMIS:
Use customer number (TR + SSN + 00) on screen 632.

Fax completed form to Fiscal-Accounts Payable at 845-9415 or deliver to room 002 of the Coke Building at
least two working days prior to date of departure (2:00 p.m. deadline for next day check).

See back for travel advance process and procedures.
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.