TRAVEL ADVANCES BY EXCEPTION ONLY

Depending on the length and destination of your travel, you may be eligible for a travel advance. The following information must be provided in order to be considered for a travel advance.

Before Trip
- Purpose of Trip
- Approved Budget
- Draft version of your Itinerary and Estimate of Expenses
- PSU Account(s) that will be charged for your Travel
- Budget Administrator Approval (Department Head)
- Departure Date
- Return Date
- Amount Requested (80% of budget proposal is maximum allowable)

After Trip
- Expenses are subject to standard University policies and must be clearly documented.
- A completed ERS Report must be submitted along with all required receipts (no later than 30 days after completion of travel).
- If an ERS Report and appropriate documentation is not submitted, the full amount of the advance will be deducted from employee’s next salary payment. In addition, employee will be ineligible for future travel advances.