

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.