

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.12
		ADMIN. CODE:	3362-4-06
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	2/19/91(Rev)
SUBJECT:	POLICY FOR SUPPLEMENTING CREDIT CARDS FOR TRAVEL	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

1.0 Policy

This policy and procedure enables University personnel to obtain cash advances prior to embarking on official off-campus University business that will exceed a period of two days. The purpose of the advance is to cover expenditures reimbursable to the traveler.

- 1.1 Personnel receiving advances are required to repay the advance within thirty days of the date of the advance; travel advances shall not be made to personnel who may be delinquent in their repayment.
- 1.2 The Controller shall obtain, as a condition of the advance, authorization to deduct from the traveler's pay check the amount of the advance. In the case of delinquent accounts, the Controller is not authorized to provide any future advance.

2.0 Procedure

- 2.1 Personnel wishing travel advances shall request the advance via the travel form **Authorization for Official Travel**, approved by employee's immediate administrative supervisor. The request shall indicate the itinerary including dates of the trip, estimated cost, and the amount of reimbursable expenses.
- 2.2 The traveler shall forward the request to the Controller, who shall provide 90% of the reimbursable expenses as an advance. The advance will be processed as per the accounts payable schedule.
- 2.3 Upon delivery of the check for the advance, the Controller shall explain the repayment policy to the traveler and obtain his/her authorization for deducting the advance from his/her pay check should repayment not be in accordance with this policy.

SHAWNEE STATE UNIVERSITY

Authorized Travel Advance

I have received the following advance against my travel authorization, encumbrance # _____ from Shawnee State University, Check Number _____, dated _____, in the amount of \$ _____.

I hereby authorize said advance to be deducted from my travel expense voucher, to be submitted within 30 days of the date of this advance, _____

Approved:

Controller

Employee Signature

Date

Date

EXHIBIT A

MILEAGE GUIDELINE CHART

TO	Mileage
Athens, OH	172 round trip
Charleston, WV	190 round trip
Chesapeake, OH	90 round trip
Chillicothe, OH	88 round trip
Cincinnati, OH	230 round trip
Columbus, OH	182 round trip
Columbus Airport	220 round trip
Huntington, WV	88 round trip
Ironton, OH	56 round trip
Piketon, OH	48 round trip
South Point, OH	82 round trip
Waverly, OH	58 round trip