

### INSTRUCTIONS FOR ADVANCES

- 1: Travel Advances of \$500 or less should be obtained with the State Travel Card whenever possible according to University Policy. Use this form to obtain a University issued advance only if a Travel Card is not possible.
- 2: Travel advances are limited to \$500. Exceptions can be allowed up to \$1500 if written justification is provided on the form and approved by the Department Approving Authority and the Travel Services Authority.
3. Travel advances may be obtained no sooner than **10 days** before the trip.
3. All advance funds issued must be accounted for within 60 days of the return date.
4. Incomplete advances will not be processed.
5. Complete all portions of the travel advance form including obtaining the Department Approving Authority and Traveler's signature (Under Approvals section of advance).
6. Advances must be **received in Travel Services by 1:00pm**. Advances can be faxed to Travel Services at 970-491-7752. Advances walked over will be placed in a basket and processed at the 1:00pm deadline. Advances will be available for pickup in the Bursar's Office (555 Howes – 1<sup>st</sup> floor suite 110) **after 3:30pm**. Advances received after the 1:00pm deadline will not be available until the following day after 3:30 (no exceptions allowed).
7. All Travel advances will be in the form of a check. Those checks can be cashed at any First National Bank Office.