

TRAVEL ADVANCE POLICY AND PROCEDURES

Travel Cash Advances will only be issued for a trip involving Lamar University students, teams/sports or foreign travel.

You may not receive a cash advance if you have the Lamar University CitiBank Travel Credit Card.

Travel Cash Advances may be issued to current employees of Lamar University who meet all of the following conditions:

- The Travel Cash Advance will only be the amount anticipated for **meal cost of the student group or foreign travel.**
- The cash advance cannot be processed until the Request to Travel has been approved.
- The Request to Travel form must be completed and submitted to Lamar University Travel Office at least 72 hours prior to the date the advance is needed.
- The employee has no outstanding prior travel advance balances past due.
- Travel Cash Advances will not be processed for less than \$100.
 1. Complete a “Request to Travel” form in the usual manner.
 2. In the center of the form, there is a space for a “Cash Advance” amount. Enter the amount of the cash advance in the space provided.
 3. Sign the form, then have the Dean/Division Administrator approve the request, as well as initial next to the Cash Advance “Approved by” section.
 4. Sent the “Request to Travel” to Travel, Box 10003.

Cash advance checks are disbursed at the Accounts Payable window, Plummer Building, room 127A. ***You must have a valid Lamar University ID or Driver’s License to pick up your check.***

You will be required to sign a “Travel Advance Agreement” form when picking up your cash advance check.

Students or prospective employees may not request an advance. The cash advanced will be deducted from the Travel Reimbursement check. The Travel Voucher form must be completed and submitted to the Travel Office within seven (7) working days after the trip is complete. Failure to do so may result in a Payroll deduction for the funds advanced.