

Process:	Travel Advances		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	8/17/23

### Introduction:

Travel Advances enlists a manual process for requesting funds and reconciling expenses. Travel Advances issued from non-state funds, are available to permanent and temporary employees, visitors, and students when a university PCard cannot be used and one of the following conditions exists:

- Trip exceeds 30 days;
- Trip is for out-of-country travel;
- A visitor, student, or volunteer whose documented travel needs exceed \$50; and/or  
Group / team travel.

Please note: It is not general college practice to request a cash advance for non-employees.

Travel advances are subject to all University travel policies.

The Financial Services Office has no responsibility for this process, but is including it as a reference.

### Steps – Requesting a Travel Advance:

1. *Employee*, in coordination with the Department Liaison, downloads and completes AP-102/103 combined, forms should be completed electronically, and handwritten forms are not accepted. <https://controller.ofa.ncsu.edu/accounts-payable/travel-center/> Employees should not enter a Travel Authorization in the Travel Center when requesting a travel advance.

***Should the department determine there is an overriding need for a non-employee travel advance, the Non-employee***, in coordination with the Department Liaison, downloads and completes AP102/103 electronically. Foreign visitors must also provide the appropriate travel visa to the University Controller’s Office with the completed forms.

**Important:** Travel advances to temporary employees, visitors, students, or volunteers require a co-signer as outlined in the AP-105. The requestor is responsible for repayment of the advance; however, the co-signer becomes responsible for repayment if not repaid by the requestor.

2. Completed forms should be submitted to the Travel Manager, Terressa Yeakle Best at [tryeakle@ncsu.edu](mailto:tryeakle@ncsu.edu).

### Steps – Settlement of a Travel Advance (Reconciliation):

1. Reconciliation of travel advances must occur within 30 days after the travel end date.

2. Using the saved file, the *Employee*, in coordination with the Department Liaison, completes the AP-103 electronically and attaches all receipts and supporting documentation.  
Using the saved file, the *Non-employee*, in coordination with the Department Liaison, completes the AP-105 electronically and attaches all receipts and supporting documentation.
3. The Department Liaison reviews the submission for accuracy and completeness, and forwards the documentation via either campus mail or hand delivery to the University Controller's Office.
4. If expenses total more than the advanced amount, the University will reimburse the traveler via direct deposit or check. If expenses total less than the advanced amount, the traveler must include a personal check, cashier's check, or money order made payable to NC State University; equal to the amount of funds not used and include it with the reconciliation documents. Cash will not be accepted.

**Additional References:**

NCSU Travel Center User's Guide:

<https://controller.ofa.ncsu.edu/accounts-payable/travel-center/>