

INSTRUCTIONS FOR TRAVEL ADVANCES

1. Travel advances are only available to CSU Faculty, Staff, and Students.
2. If you have a State Travel Card: travel advances of \$500 or less should be obtained with the State Travel Card whenever possible according to University Policy.
3. If you do not have a State Travel Card: travel advances are requested through the travel authorization (TA) form in kual. This must be done 3 weeks prior to trip departure.
4. Travel advances require written justification for the expenses covered by the advance and are approved at the discretion of the Department and Travel Services Authority.
5. Travel advances are requested as part of the travel authorization form that must be submitted prior to departure in kual. Either you or your travel arranger will complete this form.
6. Travel advances may be requested as far in advance as you like, but they will not be disbursed until **10 days** before the trip commences.
7. All advance funds issued must be accounted for within **60 days of the return date**. You will need to turn in receipts for all expenses covered by the travel advance. If receipts are not voluntarily provided by the payee, you must create your own receipt and have it signed, dated, and detailed for expense.
8. All advances will be issued via direct deposit with the account currently registered with CSU. If a last minute travel advance is issued, they may issue a check. Instructions will be provided at that time.