

Travel Advances

- A Travel Advance must be requested a minimum of 14 days before the travel occurs.
- All travel advances will be included in the employee's pay check.
- Employees may have one outstanding advance per position.
- Within five working days after the last day of travel, the employee shall submit, to their supervisor, the final expenses with all original receipts attached to their Employee Expense Report.
- Advances not settled within 28 days of return date will be deducted in their entirety from the employee's pay check.