

## TRAVEL ADVANCE PROCEDURES

To obtain a cash advance for travel, complete the following steps:

*(Remember: you may not receive a cash advance if you have the Lamar University JPMorgan Chase Travel Credit Card)*

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 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. Send the "Request To Travel" to the Finance Department, Attn: Travel, Box 10003.
5. Cash Advance checks are disbursed at the Accounts Payable window, Plummer Building, room 127A. ***You must have a valid Lamar University I.D. or Drivers License to pick up your check.***
6. You will have **TEN** days, after returning from your trip, to complete your travel voucher and return any unused cash advance monies to the travel department.
7. Should you terminate employment with the University, all travel advances are to be paid in full or they will be deducted from your final paycheck.
8. You will be required to sign a "Travel Advance Agreement" form when picking up your cash advance check. (A copy of the form may be found on the next page).