LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

REQUEST FOR TRAVEL ADVANCE AS86

Traveler		LSU ID
Department		
Contact		
Phone	Fax	E-mail

Destination	
Departure Date	Return Date
Mapping Account # /1750	Account #
Advance Amount *($100 minimum)*	Due Date

REASON FOR TRAVEL ADVANCE – See FASOP: AS-02 for complete University Travel Regulations

☐ Graduate Student Employees on business travel
☐ Traveling for an Extended Period (more than 30 days)
☐ Traveling to remote foreign destinations
☐ Group Travel

The University encourages the use of the CBA or LaCarte, if possible. In the event employees pay for these costs with personal funds when the travel dates exceed 30 days from the paid date, a travel advance may be provided for the following:

☐ Advance Ticket Purchase Amt _____ Date Paid _____
☐ Registration Fee (Seminars/Conferences/Conventions) Amt _____ Date Paid _____
☐ Advance Lodging Payment (1st night hotel) Amt _____ Date Paid _____

Procedures

- AS292, "Request for Authorization to Travel" must be attached to this request. Foreign travel must be approved by the Provost on the AS292.
- The Travel Advance amount must be in whole dollars and should not be less than $100 and must be submitted at least seven (7) business days before the funds are needed.
- Upon completion of travel, an AS300, "Travel Expense Reimbursement Request", must be completed with the advance amount being entered on the "Less Travel Advance" line of the reimbursement request. The traveler will be reimbursed the amount in excess of the advance amount. If the advance exceeds allowable expenses, the traveler should include a personal check for the difference.

It is requested that a Travel Advance in the indicated amount be issued to me as an LSU employee, for the specific reason noted, as allowed by the exceptions identified in FASOP: AS-02. I certify that this advance does not exceed my estimated allowable expenses, which are to be paid from University funds and which will not be reimbursed directly to me by a third party.

I recognize a personal obligation to account for the expenditure of this Travel Advance by filing my Travel Expense Reimbursement Request by the 15th of the month following my return. If I fail to file my reimbursement request within the allotted time, LSU will assume that the funds advanced were used for personal purposes and they will consider this Travel Advance to be an advance of my salary or wages or loan to me. In such circumstances, I specifically assign future salary or wages to LSU to the extent of the Travel Advance and specifically authorize LSU to hold out of my future salary or wages the amount advanced until the full amount is recovered.

I HEREBY AUTHORIZE LSU TO DEDUCT THE AMOUNT OF THIS ADVANCE FROM MY PAY IF I FAIL TO CLEAR THE ADVANCE WITHIN THIS TIME FRAME.

◯ I do ◯ I do not have a LaCarte procurement card with Travel approval

Requested by _____ _____
Traveler's Signature Date

Approved by _____ _____ _____
Head of Budgetary Unit (other than traveler) Printed Name Date

FOR ACCOUNTING SERVICES USE ONLY

EO # _____

DT # _____

Rev 10/11