LSU
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 PM-13 for complete University Travel Regulations

The University provides a means of payment via LaCarte or the Centrally Billed Account (CBA) for airfare and conference registration. Employees are eligible for a LaCarte card for lodging and other allowable travel costs. Travel advances will not be provided except for the following:

☐ Graduate Student Employees on business travel *

☐ Traveling to remote foreign destinations

☐ Group Travel

*For requests greater than $5,000, the faculty member that will be held fiscally responsible must be listed and his/her signature is required below acknowledging responsibility in the event the student does not return to LSU, provide receipts or return the funds.

Procedures

- AS292, "Request for Authorization to Travel" must be attached to this request. High Risk 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 PM-13. 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

_____   _____   _____
Faculty Member (For Graduate Student Request > $5,000)   Printed Name   Date

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

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FOR ACCOUNTING SERVICES USE ONLY

EO # _____   DT # _____