University of North Dakota
Accounting Services

“How to Process ...”
Travel – Employee - Advance

Although discouraged, University of North Dakota may advance funds for the payment of meal and lodging expenses incurred while an employee is on business travel. All travel advances must be preapproved by Accounting Services. To qualify for a travel advance:

- Travel must be in excess of five days per month (does not need to be consecutive)
- Requested funds cannot exceed 80 percent of estimated expenses

Submit travel advance request in writing (email) to Accounting Services. Request must include:

- Travel dates
- Business purpose of the travel
- Estimated expenses
- Explanation as to what other options other than a travel advance were considered
- Supervisor’s signature/approval

If approved, Accounting Services will notify the department and process the advance through the electronic payment process.

WHEN TRAVEL IS COMPLETE:

- Obtain a travel voucher reference number from Accounting Services (777-4131).
- Complete the Travel Expense Voucher (http://www.und.edu/dept/accounts/documents/TravelExpenseVoucher.xls) form found on the Accounting Services webpage and submit it with the receipts and other supporting documents within 30 days of completion of travel. An example of a completed Travel Expense Voucher is also available (http://www.und.edu/dept/accounts/documents/TravelExpenseVoucherCNDExample.xls)
- The Travel Advance voucher number must be referenced on the Travel Voucher.
- Traveler’s Signature is required (signature stamps are not allowed)
- Signature of an authorized signer or supervisor in the Department (traveler cannot approve his/her own travel)

Please contact your Grants and Contracts Officer before scheduling any travel to be paid for with Grant funds.