

## SAM—OFFICE REVOLVING FUNDS

### TRAVEL ADVANCES FOR LOW-INCOME ADVISORY BOARD OR COMMITTEE MEMBERS (Revised 12/11)

8116.2

Departments may issue a revolving fund check as an advance for anticipated travel expenses to designated low-income advisory board or committee members. This policy enables members with insufficient economic resources to pay their travel expenses necessary to perform their official duties. The determination of qualifying advisory boards and committees, designation of low-income members, and the scope of travel involved in the members' official duties will be made by the director of the department or agency.

Departments issuing temporary travel advances to low-income advisory board or committee members will follow the procedures for travel advances and revolving funds outlined in SAM sections 8100 to 8193. In addition, the following procedures are required:

- a. A strict accountability method will be established to assure that travel advances are for the purposes of official State business only.
- b. A properly prepared TEC to substantiate the travel expenses must be submitted within 10 calendar days after the official function or activity. If the travel advance exceeds the substantiated expenses, the member must submit a check or money order with the TEC to return the excess travel advance amount. If the substantiated expenses exceed the travel advance, the member will be paid the difference with a revolving fund check.
- c. Only one travel advance per member will be approved per function or activity.
- d. Each member will be allowed only one outstanding travel advance at any given time.
- e. A special subsidiary record of these travel advances will be maintained by the departments in sufficient detail to insure compliance with the above provisions. This record should include:
  - Name of the member receiving the travel advance
  - Nature and date of the scheduled official function or activity
  - Amount of the travel advance
  - Date the TEC is due
  - Date and amount of substantiated travel expenses claimed
  - Any balance due
  - Date balance due is repaid and/or collection effort undertaken