

## SAM—OFFICE REVOLVING FUNDS

### TRAVEL ADVANCES AND TRAVEL EXPENSES

8116

(Revised 04/12)

Departments may issue a revolving fund check for a travel advance to an employee or reimburse the employee who uses personal funds for travel expenses while conducting official state business.

The majority of the departments are processing travel requests through the California Automated Travel Expense Reimbursement System (CalATERS). However, for non-CalATERS departments, travel requests will be processed through the departments' revolving fund check request process.

Requirements for issuance of travel advances and submission of travel expenses:

1. The travel advance will be issued within 10 calendar days of when the anticipated expenses are to be paid or incurred. Departments may issue travel advances within 20 calendar days of when the anticipated expenses are to be paid or incurred when the travel advance is required to be mailed to the employee.
2. The travel advance amount must be reasonably calculated not to exceed the estimated expenses to be paid or incurred on the trip. To ensure that the travel advance amount is not excessive, the travel advance request should be reviewed and approved by the same person who approved the trip.
3. If a trip is canceled or postponed indefinitely, the travel advance must be returned immediately.
4. A properly prepared Travel Expense Claim (TEC) to substantiate the travel expenses must be submitted no later than 10 calendar days after the trip(s). If the travel advance exceeds the substantiated expenses, the employee must also submit a check or money order to return the excess travel advance amount. For employees who are not required to travel on more than one trip per month, additional advances will not be issued for future travel unless the outstanding advances have been cleared. Departments may issue additional travel advances for employees who are required to travel on multiple trips within a month. Additional advances will not be allowed if the employee does not submit a TEC or return the excess advance amount within 10 days of each trip.
5. If the substantiated expenses exceed the travel advance, the employee will be paid the difference with a revolving fund check or SCO warrant/direct deposit payment. If processed through CalATERS, the disbursement to the employee will follow how the employee's regular payroll warrant is disbursed. For example, if the employee has a direct deposit, then the travel reimbursement to the employee will be paid through direct deposit.

Departments must comply with the above time requirements to avoid reporting travel advances as taxable wages discussed in SAM section 8116.3.