



## FINANCE POLICY TRAVEL ADVANCES

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**EFFECTIVE:** February 1983  
**REVIEWED:** June 2012  
**REVISED:** June 2012  
**RELATED POLICIES:** [Travel Policy](#) & [General Cheque Issue](#)

### POLICY

Travel Advances (i.e. cheques) may be made to employees and, at infrequent times, to students who must travel on College business or activities.

### PROCEDURES

#### Employee:

The employee requiring the Travel Advance forwards to Financial Services a properly completed, coded (10-00-00-000000-126022) and authorized Cheque Requisition which clearly indicates:

- it is a request for a "TRAVEL ADVANCE"; and
- the date the advance funds are required.

This request should be forwarded to provide Financial Services by the cheque run cut off dates (which are specified annually).

#### Financial Services will:

1. Expedite the Travel Advance request to meet the requestor's need if possible.
2. Receive from the recipient of the Advance funds, a Travel Expense Claim outlining the expenses incurred. This Travel Expense Claim form should include:
  - All expenses incurred for the travel undertaken (except Airfare or Hotel accommodations arranged for which the College pays directly).
  - The Travel Advance amount acquired.
  - The balance owing to employee (where expense exceeds advance) or balance owing to College (where advance exceeds expense). In the latter case, the employee MUST attach a personal cheque payable to Northern Lights College or cash for the balance owing.
  - All other pertinent information required by the Travel Expense Claim form (i.e. name, travel purpose and dates, authorization, coding) including original receipts for all expenses (except per diem meals) claimed.

3. Accounts Payable will clear the Travel Advance record of the particular employee as the Travel Expense Claims are received.
4. In **NO** case will any employee be permitted to have outstanding more than one Travel Advance at any one time.
5. Upon notification of resignations from HR Department, Financial Services Assistant will review travel advances to ensure there are no outstanding amounts.