CARLETON COLLEGE

REQUEST FOR TRAVEL ADVANCE

Name ____________________________________________  Date __________________

Destination ____________________________  Purpose of Trip _____________________________

Dates of trip _____________________________

See reverse for travel expense guidelines. You may use this space to estimate expenses. **You will need to file a Travel Expense Report to account for your advance and report the expenses actually incurred.**

Estimated expenses:  
- **Hotel**
- **Meals**
- **Transportation:**
  - Airfare (Charge to College)
  - Rental car
  - Gas
  - Taxi
  - Tolls/Parking
- **Guest expenses**
- **Registration**
- **Equipment/Room rental**
- **Other**

Total estimated expenses

Cash advance requested $ ___________________

- ____ Cash (If $ 75 or less, pick up from Cashier)
- ____ Check  ____ Send Campus Mail  ____ Pick-up at Office of the Controller

Payee: ________________________________________  CM address: ________________________

(Please print)

Signed ________________________________________  Date __________________________

Approved by Supervisor or Division Head ____________________________________________

*All overnight travel must be approved by your supervisor or division head.*

Please allow seven working days for processing of check. Send your request to Susan Benson, Office of the Controller.

PLEASE SEE THE REVERSE FOR INSTRUCTIONS
This form is used to request an advance for travel-related expenses. **Upon completion of your trip, you must submit an accounting of expenses incurred on the Meetings and Travel Expense Report form including receipts for any expense of $75.00 or more.** Each report that includes overnight travel must be approved by your supervisor or division head.

The IRS has specific requirements for expense accounting. Failure to follow them could result in classifying expense reimbursements as taxable income to you. Proper accounting includes:
1) showing the business purpose of the expenditure;
2) substantiating the expenditure with receipts, travel logs, dates, places, etc.;
3) returning excess advances within a reasonable amount of time.

**The travel advance is technically a personal accounts receivable until accounted for.** You should account for your advance within 30 days of your travel. Send your Meetings and Travel Expense Report to Susan Benson in the Office of the Controller. Include a check for any excess funds. If funds are owed to you, amounts under $75.00 may be received from the College Cashier by presenting your signed Report. A check will be sent to you for amounts in excess of $75.00.

Car rental collision, damage, or personal accident insurance should not be accepted for business travel rentals since the College self-insures, however, insurance should be accepted when traveling outside of the United States and Canada.

Use of personal vehicle for travel can be reimbursed. The rate includes gas so that expense should not be listed in addition to the mileage rate. Contact the Office of the Controller for the current rate.

Use “standard accommodations” at hotels and motels. Laundry is allowed only on trips of one week or longer. Room service and movies are a personal expense and not reimbursable.

Liquor is not reimbursable except at authorized occasions.

We are currently working on more detailed travel expense guidelines. In the meantime, if you have questions, you may contact Randie Johnson, Purchasing, Accounts Payable and Risk Manager, or Barbara Fowler, Assistant Controller.