1. Introduction

Advance funding for approved expenditures may be required to facilitate timely payment of necessary business expenditures.

Advance Funding may include the following:

- Travel Advance
- Project Advance
- Imprest Funds
- Study Abroad Cash Advance

**Travel Advance processing and reconciliation** is managed by the Office of Disbursements – accounts payable@gsu.edu

Project Advances, Imprest Funds, and the Study Abroad Cash Advance are managed by Accounting Services - ysawyer@gsu.edu

2. Travel Advance

**Purpose:**
The purpose of a travel advance is to minimize the financial burden while traveling on behalf of the State.

**GSU Practice:**
GSU will issue Travel Advances to students. Travel Advances will **not** be issued to GSU employees.

- GSU will issue a Travel Advance for approved business travel to students, student groups, or to individuals responsible for payments on behalf of students (including athletes) while on travel status.

The State Office of Planning and Budget allows for the issuance of Travel Advances, however, the authority to issue advances has been provided at the Agency level. Refer to item number 6, Authority to Advance Cash for Travel.
Procedure for Requesting a TRAVEL ADVANCE

1) **Complete a Travel Authorization** (Signature Approved Form) for the travel engagement related to the Travel Advance.

   **TRAVEL AUTHORIZATION FORM** - STUDENT (or Employee)
   (Signature approval required)
   
   Link to form: [http://tools.finance.gsu.edu/browse-by-function/?gf_search=travrel](http://tools.finance.gsu.edu/browse-by-function/?gf_search=travrel)

2) **Complete a Travel Advance Request Form.** *(Form should be submitted at least 5 business days before the payment is needed. If payee is set-up for EFT (direct deposit), funds will be sent via EFT. If a Check is needed in place of an EFT, write “CHECK” in bold letters across the top of the Form. Note, it takes longer to process a check than an EFT).*

   Click here to **view the Travel Advance Request Form**.

3) **Staple a copy of the Signature Approved Travel Authorization Form to the back of the signature approved Travel Advance Form.**

   The Travel Advance Form **must contain original signatures.**

4) **(Do not enter a voucher. Voucher will be entered by the Office of Disbursements). Hand-deliver the document** to the Office of Disbursements, Sparks Hall, Suite 400A. Email [accountspayable@gsu.edu](mailto:accountspayable@gsu.edu) with questions, or call Disbursements @(404) 413-3040.

   **Travel Advance Contact: Office of Disbursements**
   Email: [accountspayable@GSU.edu](mailto:accountspayable@gsu.edu)
   Phone: (404) 413-3040

3. **Project Advance, Imprest Funds, Study Abroad Cash Advance**

   **Project Advances, Imprest Funds, and Study Abroad Cash Advances** are managed by Accounting Services. [Information about these resources are available on the Accounting Services webpage.](#)

   **Contact:** Accounting Services, Yvonne Bell, Director, (404) 413-3072

   The **Study Abroad Cash Advance Agreement** is also available here.