

## ADVANCE TRAVEL CHECKS

- 1. Advance travel checks can be requested by using the Travel Advance Request and Agreement form (available from the College Accounting Manager). The minimum request is \$100. The request, with an attached list of estimated cost, is to be forwarded to the Administrative Offices College Accounting Manager in Grand Island at least five working days prior to the day of travel.**
  
- 2. Upon approval from the College Accounting Manager, a voucher will be created and a check will be processed. When the voucher is created, this will establish a receivable account for the individual with the amount of the check processed showing as a debit to the account.**
  
- 3. When the person returns, the remaining cash can be credited to the receivable account. The individual will process a travel reimbursement request. When the travel check is received, reimbursement to the college can be made on campus through the Student Accounts Office or through the Administrative Offices College Accounting Manager in Grand Island.**
  
- 4. Repayment of the travel advance must then be made for the entire amount of the advance directly to the college. It is not offset or subtracted from the travel reimbursement. If repayment is not made within 60 days, the college will deduct the amount from the person's paycheck.**
  
- 5. Special Travel Provisions: It is recognized that due to particular or unusual circumstances, situations may present themselves in regard to travel authorizations, accountability and reimbursement which are not specifically addressed herein. The traveler's supervisor, Purchasing Department and the College Business Officer will address these as the situation dictates.**

**Central Community College  
Travel Advance Request  
And  
Agreement**

I, \_\_\_\_\_ (PLEASE PRINT) hereby request  
a travel advance from Central Community College in the amount of  
\$ \_\_\_\_\_ for the purpose of (describe activity, date, and location):

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I request that the advance be sent to me by \_\_\_\_\_ (date).

Approved: \_\_\_\_\_  
Accounting Manager

**AGREEMENT**

In requesting the above advance, I acknowledge that this is a personal loan granted to me by the college and hereby agree to the following terms and conditions:

1. All advances are due within sixty (60) calendar days of receipt of the advance.
2. If upon receipt of the third written notice requesting repayment of the advance, I do not make payment in full, I authorize the college to deduct the outstanding balance from my paycheck, or other credits due me, in one total payment.

Return the completed agreement to the College Business Services Office, Grand Island, Attention: Accounting Manager.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Supervisor Signature Date