



Request for Travel Advance or Reimbursement Form

Policy (Also see University Travel Policy)

Use the Request For Travel Advance Or Reimbursement Form for authorized travel advances and all travel reimbursements. The University limits travel advances to foreign travel, students who travel on University business, and employees who are not eligible for a Tulane Business Card (as determined by the department head). Travelers cannot obtain advances sooner than thirty days in advance of the travel. An exception will be made for airfare purchased up to 90 days in advance. Personal portions of airfare should be paid by check at the time of request. The department head and senior officer responsible for the traveler's area must approve the advance.

All advances are initially charged to an accounting office clearing account. After the travel is completed and the final reimbursement of settlement is processed, the advance is cleared to the account provided by the department.

All University employees eligible for a Tulane Business card (as authorized by the department head) may obtain a travel cash advance on the Tulane Business Card using the Request For Travel Cash Advance Form. (Department heads must notify new employees of the need to request a Tulane Business card if they are eligible for travel on University business and wish to obtain a Tulane Business Card.) Authorized University employees who do not obtain a Tulane Business Card assume responsibility for advance financing of domestic travel.

The Travel Expense Itemization Sheet is used to itemize travel expenses. All requests for travel reimbursement must be requested using both the Travel Expense Itemization Sheet and the Request for Travel Advance or Reimbursement Form.



In certain instances, if approved by the University Controller, departments may request prepayments for high volume/low dollar items that have cash value, or to facilitate payment of low value transactions at remote locations. The items will be processed on the Travel Advance or Reimbursement form and through the advance clearing account in order to facilitate assignment of responsibility and final accounting substantiation.