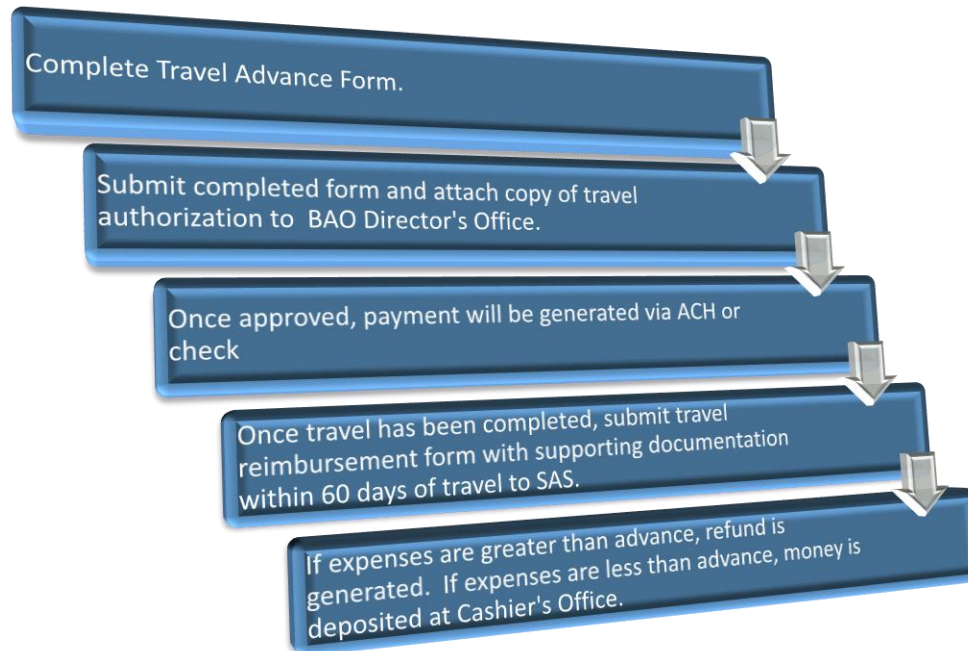




TRAVEL ADVANCE INSTRUCTIONS

Process Flow:



Detailed Instructions:

1. Complete Travel Advance Form located on Business Affairs website. Form should be completed 2 weeks prior to date needed. Use fillable form; NO handwritten forms will be accepted. Travel Advance Form is provided as both a PDF and a Word document at http://www.pdx.edu/bao/forms.html#facstf_travel.
2. Submit completed form with a completed copy of Travel Authorization Form, to the BAO Director's Office in Neuberger Hall Room 167 for approval.
3. Once approved by the Director's Office, a payment is processed. If you have direct deposit, then you will receive the travel advance through a bank transfer (ACH). ACH transactions are processed daily and take approximately 2-3 business days to be deposited to your bank account. If you are not set up with direct deposit, then you will be contacted to go to Specialized Accounting Services (SAS) in Neuberger Hall 12A to pick-up your check with a valid photo ID. Checks are cut once a week on Wednesdays and are available after 4:00 pm.
4. Once travel has been completed, submit a Travel Reimbursement Form within 60 days to SAS. Complete the Travel Reimbursement Form and attach back-up documentation and a copy of the travel advance request. Check the "yes" box for Travel Advance. Additional reimbursement due to the traveler above the amount of the travel advance will be reviewed and processed for payment. Unused funds must be returned by check or cash to the Cashier's Office in Neuberger Hall Lobby at the Departmental Services Window using a Miscellaneous Deposit Form found on the BAO website. Use TRA001 for the index and A3110 for the account code.
5. If you should need any assistance, check the BAO website listed above for additional resources or e-mail us at travel@pdx.edu.