

**ECSU Accounts Payable Travel Desk
MEMORANDUM**

Traveler _____ Destination _____

Subject: **Athletic Team Travel Advance Request: Statement of Terms and Conditions**

Travel Authorization Number (TA) _____ Date(s) of Trip _____

Advance Check Number: _____ Check Amount _____ Check Date _____

The Travel Advance detailed above, summarized on an approved Athletic Team Travel Advance Request Form on file has been provided at your request.

- A completed Athletic Travel Reconciliation Form. This form is always required. If the University owes you a reimbursement for out-of-pocket payments regarding your trip, you must complete the form and attach appropriate receipts.
- Receipts should minimally display Vendor, Date and Amount. Receipts are required for reimbursement on individual expenses exceeding \$25.00. No receipts are required to claim per diem meal allowances. The original passenger portion of the ticket (Airline, Rail, etc.) is considered adequate receipt. Cost of personal expenses such as alcoholic beverages, in-room movies, toiletries, etc. are disallowed.

NOTE: Travel Authorization (TA)

1. Please note that an approved Travel Authorization is required **prior to** all out-of-state trips and for in-state trips involving any non-mileage expense greater than \$50.00 per trip.
2. Expenses incurred prior to approval of the Travel Authorization are the responsibility of the Traveler should the TA Request be disallowed.
3. Collective bargaining agreement travel rates prevail. Within the coterminous United States, reimbursement shall be at rates up to the current GSA rates. Outside the coterminous United States rates are prescribed in the Federal Travel Regulations, Section 925.
4. To claim mileage for a privately owned vehicle, the traveler's insurance certificate or declaration pages must be on file with the travel desk. The minimum liability coverage is 50,000/100,000.
5. Reasonable use of taxis, airport limousines and similar transportation is allowed if included on the TA.
6. Charges for telephone calls for official business are allowed if documented showing destination of call and charges per call.
7. Travel advances are permitted up to 100% of the approved budgeted expenses on the TA less any prepayments.
8. Endorsement of the Travel Advance check over to a third party is not advisable.
9. Ordinarily, an individual can have only one advance outstanding at a time.

I have read and agree to the above terms and conditions:

Signature and Date