

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 210.210	Page Number 1 of 1	Effective Date July 1, 2003 Revised 7/1/09
Subject			
TRAVEL IN-STATE – PERMANENT IN-STATE TRAVEL ADVANCE			

1. State employees shall be eligible for a single permanent In-State travel advance at any one time if they meet and agree to the following conditions:
 - a. Employees whose in-state travel expense reimbursements average between \$100.00 and \$150.00 per month for the preceding twelve months shall receive a permanent travel allowance of \$100.00 by completing a "Permanent In-State Travel Advance" form TA.
 - b. Employees whose in-state travel expense reimbursements average over \$150.00 per month for the preceding twelve months shall receive a permanent travel allowance of \$150.00 by completing a TA.
 - c. DAS-SAE-Daily Processing and the employing department reserve the right to review the employee's monthly travel expense and should the employee fail to meet the above requirements, or become ineligible due to a change in duties or job assignment, the advance will be withdrawn (through payroll deduction or by personal check of the employee).
 - d. DAS-SAE-Daily Processing shall have authority to deduct the permanent travel advance from the employee's last paycheck upon separation from state service.
2. The original TA and one copy is sent to DAS-SAE-Daily Processing. At the time the TA is prepared, the department also must on-line on HRIS a P1 document coded 359. The latest the P1 will update for an approval is 3:15 p.m. on the day payroll is processed. Once the TA is approved in I/3, the DAS-SAE-Daily Processing notifies DAS-SAE-Centralized Payroll. DAS-SAE-Centralized Payroll then approves the P1 document for processing during the night the next payroll is processed.
3. For an example of the TA and instructions on completing the form, see procedure number 280.202.
4. At the end of each fiscal year, if permanent in-state travel advances are determined by the department to still be allowable, the amount of the advance MUST be rolled forward to the next fiscal year on a JV1/CDE document. See Procedure 280.350 for instructions on completing a JV1/CDE. If the advance is determined to be no longer allowable, the employee shall return it to the state.