

Department of Administrative Services - State Accounting Enterprise

| Section | Procedure Number | Page Number | Effective Date |
|----------------|--------------------------------------------------------------------------|-------------|--------------------------------|
| PRE-AUDIT | 280.202 | 1 of 2 | July 1, 2003 Revised 6/1/04 |
| Subject | ACCOUNTING TRANSACTIONS PERMANENT IN-STATE TRAVEL ADVANCE (TP (PERM)) | | |

1. The PERMANENT IN-STATE TRAVEL ADVANCE FORM (TP (PERM)) is used by employees to request a permanent in-state travel advance. Below are the instructions for completing the TP (PERM). The following page is a sample form, with red letters corresponding to the letters in the instructions.
 - a. Official domicile of employee requesting advance.
 - b. Enter document number
 - c. This is the date of employment in current position, or in the position in which the employee has to travel.
 - d. Name of department to be charged with travel advance expense.
 - e. Supervisor's signature.
 - f. Name and address of employee requesting permanent advance.
 - g. Alternate address of employee if payment is to be sent elsewhere as indicated in Claimant's Certification.
 - h. Determine out-of-pocket in state travel expenses for each of the prior twelve months, and enter on appropriate line.
 - i. Enter total of prior twelve months as determined above.
 - j. Divide prior twelve months' total by twelve.
 - k. Enter \$100.00 or \$150.00 as eligible.
 - l. Claimant's Certification - To be filled out by the employee requesting the advance. MUST be signed by the employee in ink.
 - m. Leave blank. Statute authorizing the expenditure will be referenced through the account coding in the accounting system. See procedure 204.450.
2. For more information on the permanent in-state travel advance, see Procedure 210.210.
3. TP (PERM)'s should be onlined separately from other TP's.

