

## **Chapter 2 – Travel Advances and U.S. Bank**

### **Travel Advances (TA)**

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## Travel Advances (TA)

References: [State Administrative Manual \(SAM\) Sections 8116 through 8116.3](#) and [8776.7, State Controller's Office \(SCO\) Payroll Procedure Manual Section N 120](#)

### OVERVIEW

With supervisor approval, a travel advance may be issued to provide advance funding for lodging, meals, and incidental (per diem) expenses while traveling on official state business and may remain outstanding for a maximum of 30 calendar days.

All managers and supervisors approving travel advance requests are required to monitor their employees' use of the travel advances and ensure that travel expense claims and/or personal checks or money orders are submitted within the required time-frame.

For information on conference and tuition fee advances payable to a vendor, contact the Office of Commodity and Contract Payables, Service Payables Branch.

### REQUESTING A TRAVEL ADVANCE

Employees must request travel advances online in AMS Advantage. The travel advance amount must be reasonably calculated not to exceed the estimated expenses to be paid or incurred on the trip. To ensure that the travel advance amount is not excessive, the supervisor approving the request should review the amount requested. Submit the travel advance via AMS Advantage to the Division of Accounting at least five (5) business days prior to travel. Please allow time for your supervisor to approve the travel advance in AMS Advantage.

If traveling multiple times in a 30-day period, travel advance amounts should be combined into one request.

If a balance remains outstanding from a prior travel advance, a new travel advance cannot be issued.

Example:

Rates:

Regular Rate Hotel for Sacramento: \$95.00+tax, HR1 and HR2 pricing depends on county. Please refer to Chapter 4 for short-term travel rates.

Meals per day: Breakfast \$7.00, Lunch \$11.00, Dinner \$23.00  
Incidental: \$5.00

Example: Calculate for 3 days (Sacramento) Regular Rate

Day 1: start 0600 (6AM)  
Lodging: \$95.00+tax (approx. \$120.00)  
Meals: \$41.00 (no incidentals on first day)

Day 2: all day  
Lodging: \$120.00  
Meals: \$46.00

Day 3: End 1900 (7PM)  
Meals: \$46.00  
Total Travel Advance needed: \$373.00

For more information, contact one of the following travel advance liaisons:

Leslie Skarshaug - (279) 234-2925

Diane Truong – (279) 234-2754

### **CLEARING (RECOVERY OF) AN OUTSTANDING TRAVEL ADVANCE**

A travel advance may remain outstanding no more than 30 calendar days from the issue date of the travel advance check.

A properly prepared Travel Expense Claim (TEC) must be submitted as soon as possible after completion of travel, or at least once a month.

If the substantiated expenses exceed the travel advance, the employee will be paid the difference with a revolving fund check.

If the travel advance exceeds the substantiated expenses, the employee must submit a check or money order, with the TEC, payable to the Department of Transportation. Note "Travel Advance, Employee's S#, and TA number" on the personal check or money order.

If a trip is cancelled or postponed indefinitely, the travel advance must be returned immediately, but no later than 30 calendar days from the issuance

date of the revolving fund check for the travel advance. If the check has not been cashed, write VOID on the check and return to Travel Payments and Policy Section, MS-25. If the check has been deposited or cashed, a check or money order for the entire amount must be submitted to the Cashiering Services Office. Note "Travel Advance, Employee's S#, and TA number" on check or money order.

**Submit TECs to:**

Division of Accounting  
Travel Payments and Policy Section, MS-25  
P.O. Box 168018  
Sacramento, CA 95816-8018

**Submit checks and money orders:**

Division of Accounting  
Cashiering, Deposits and Services, MS-58  
P.O. Box 168019  
Sacramento, CA 95816-8019

**COLLECTION OF OVERDUE TRAVEL ADVANCES**

The State Administrative Manual (SAM) requires that a travel advance be cleared (recovered) within 30 calendar days of the issuance date. Collection will begin for any travel advance that remains outstanding in excess of 30 days.

The employee will receive a memo with the travel advance check explaining the collection process. Thirty (30) days after the travel advance is issued, a statement is sent by e-mail, notifying the employee of the final date the advance must be cleared. The employee's supervisor and/or Regional Administrative Officer (RAO) will also receive this statement via e-mail.

If an employee does not submit a TEC to substantiate the travel expenses within 15 calendar days of the statement date, the travel advance amount must be deducted from the next regular payroll warrant(s).

If an employee does submit a TEC within 15 calendar days of the statement date but does not return any excess travel advance amount within the same 15 calendar days, the excess travel advance amount must be deducted from the next regular payroll warrant(s).

If an employee has payroll direct deposit and the 15 calendar days requirement is not satisfied, the direct deposit will be cancelled, and the payroll warrant deduction will be processed. The employee is responsible for completing the Form [STD. 699](#) to reinstate his or her direct deposit.

For more information, please contact the Travel Advance Collection Liaison in the Travel Policy Section (916) 227-9061.

### **TAXATION OF TRAVEL ADVANCES**

All travel advance balances not recovered within 120 days will be reported to the State Controller's Office as taxable income to the employee. If an employee substantiates and returns excess advances after employer has treated amounts as wages, the employer is not required to return any withholding or treat amounts as non-taxable.

## **U.S. Bank**

References: [Department of General Services \(DGS\) Travel Bulletin 16-05R](#), and [Travel Bulletin 17-01](#)

### **U.S. BANK STATE OF CALIFORNIA GOVERNMENT CARD**

Effective immediately, the department is no longer processing new U.S. Bank Individual Government credit card applications. Travelers are advised to submit a travel advance request to fund lodging and meal expenses.

### **U.S. BANK CENTRAL TRAVEL ACCOUNTS (CTA)**

U.S. Bank provides Caltrans with centrally billed accounts for airline, rail, and car rental charges via the Central Travel Account (CTA) program. When reservations are made through Caltrans' travel agency, [CI Azumano](#), charges for airfare, rail, and contract rental cars are billed to Caltrans directly through a CTA.

Failure to make reservations using CI Azumano, may result in employees securing rates in excess of the State contract amounts and for which reimbursement may not be obtained.

For details on making reservations, see Chapter 18 - Concur Travel Reservation System.