

REQUESTING A TRAVEL ADVANCE

1. Complete a *Travel Advance Request Form* <http://www.wesleyan.edu/finance/financeDept/accounts/advancerequest.pdf> and forward to wescash@wesleyan.edu no earlier than 14 to 30 days prior to departure date.
2. Note, all travel advances are issued by direct deposit.

CLEARING YOUR TRAVEL ADVANCE

1. Submit a completed Travel Expense Report within 30 days after return from travel.
 - Be sure to complete page 2 of the Expense Report, indicating the accounting of expenses by SmartKey(s) and Account(s). The Expense Report can be found in your Employee Portfolio in the Administrative Applications section or in the Additional Information section of the WFS Blog (<http://wfs.blogs.wesleyan.edu>)
 - Include all receipts and documentation supporting business expense
2. When the Finance Office receives a completed Travel Expense Report, the advance is cleared and departmental SmartKey/Account charged.
3. Any unused funds should be deposited into the travel advance smartkey.
4. If funds are due to the traveler, the Finance Office will process a smart voucher for payment.

Contact wescash@wesleyan.edu with any questions regarding travel advance policy and procedure.