

TRAVEL AND EXPENSE ADVANCES

Purpose:

To provide guidance to Councilmembers for travel and expense advances.

Authority/Reference:

SAM Manual

Applies To:

Council and SSAN Members

POLICY

Policy Statement

Section 8116.2 of the SAM Manual states that SCDD may issue a revolving fund check as an advance for anticipated travel expenses to designated low-income advisory board or committee members. This policy enables members with insufficient economic resources to pay their travel expenses necessary to perform their official duties. The determination of qualifying advisory boards and committees, designation of low-income members, and the scope of travel involved in the members' official duties will be made by the Executive Director of SCDD.

Procedure

SCDD will follow the procedures for travel advances and revolving funds outlined in SAM Manual. In addition, the following procedures are required:

- a. A strict accountability method will be established to assure that travel advances are for the purposes of official State business only.

- b. A properly prepared TEC to substantiate the travel expenses must be submitted within 10 calendar days after the official function or activity. If the travel advance exceeds the substantiated expenses, the member must submit a check or money order with the TEC to return the excess travel advance amount. If the substantiated expenses exceed the travel advance, the member will be paid the difference with a revolving fund check.
- c. Only one travel advance per member will be approved per function or activity.
- d. Each member will be allowed only one outstanding travel advance at any given time.
- e. A special subsidiary record of these travel advances will be maintained by the departments in sufficient detail to insure compliance with the above provisions.

SCDD may issue a revolving fund check for a travel advance to a councilmember or reimburse the councilmember who uses personal funds for travel expenses while conducting official Council business.

Requirements for issuance of travel advances and submission of travel expenses:

1. The travel advance will be issued within 10 calendar days of when the anticipated expenses are to be paid or incurred. SCDD may issue travel advances within 20 calendar days of when the anticipated expenses are to be paid or incurred when the travel advance is required to be mailed to the employee.
2. 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 travel advance request should be reviewed and approved by the same person who approved the trip.
3. If a trip is canceled or postponed indefinitely, **the travel advance must be returned immediately.**

4. A properly prepared Travel Expense Claim (TEC) to substantiate the travel expenses must be submitted no later than 10 calendar days after the trip(s). If the travel advance exceeds the substantiated expenses, the member must also submit a check or money order to return the excess travel advance amount. For the member who are not required to travel on more than one trip per month, additional advances will not be issued for future travel unless the outstanding advances have been cleared. SCDD may issue additional travel advances for members who are required to travel on multiple trips within a month. Additional advances will not be allowed if the member does not submit a TEC or return the excess advance amount within 10 days of each trip.

Travel Advance Acknowledgement

I hereby certify that this travel advance is necessary to defray my expenses(s) while on official business for the State of California. I understand that this is a loan given for the anticipated expenses that will be incurred. Within 10 days of travel, I will fully repay the entire amount of the travel advance in one of the following ways:

1. Submit travel expense claim reimbursement (TEC) form with receipts to the Travel Coordinator for the entire amount of the travel advance;
2. Return the travel advance check;
3. Submit a personal check or money order to offset the entire amount of the travel advance; or
4. Submit a combination of a TEC form and repayment.

Print and Sign Above

Date