

## **Travel Advances & Advanced Payments**

### **I. Policy**

- a. Advanced payment for registration fees and travel on county funds applies to registration fees for in-service trainings, workshops, conferences, seminars, etc., and airfare for official travel.
  - Prior approval by the **Area Extension Director** must be granted in order for advanced payment to be received.
  - Staff should use the “comments” section of the travel authorization system to request pre-payment, and include the purpose for the travel, and the itemized amount of the funds requested.
  - A copy (i.e., email, KERS documentation, or out-of-state travel form) of the approved travel request must be attached to the monthly expenses for the month in which the travel takes place, as well as the month it was disbursed.
  - Advanced-payment assumes the staff members’ intent to attend the meeting. The employee must seek a refund or credit if illness or personal emergency requires cancellation after fees have been paid. Excessive cancellations may result in the suspension of the privilege.

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