NORTH CAROLINA DEPARTMENT OF COMMERCE	POLICY # FM 5
Title: Travel Advance	
Effective Date: July 1, 1999 **Revisions: July 1, 2009**	**Administering Authority: Chief Fiscal Officer**
Statutory Authority (if Applicable): State budget Manual, Section 5.1.39	

Purpose: To provide guidance to department of Commerce travelers wishing to obtain a travel advance.

Scope: This policy applies to all Divisions organized under the Department of Commerce, with the exception of ESC (Employment Security Com.).

Policy:

"State Employees who have been issued an American Express Corporate card for travel purposes should not be issued travel advances, unless there is substantial justification"

Individual Trip Advances

Employee Advance Request for individual trips will be issued only when an employee does not have an American Express Corporate card and requesting the minimum of $150 or greater. The Employee Advance Request cannot include expenses paid directly by Department of Commerce (i.e. airline travel and registration). The Employee Advance Request cannot exceed the amount of the approved BDA. Substantial justification will be required for travel advances under other circumstances (i.e. the employee has an American Express Corporate card and is traveling abroad). Individual Trip Advances must be cleared within 30 days from the last day of travel for which the travel advance was issued. Employees will only be allowed to have multiple individual trip advances with prior approval of the Chief Fiscal Officer.

Employees should be aware that the Department has determined that voluntary cancellation of an American Express Corporate card will not be construed as acceptable justification to obtain travel advances.