

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

SECTION	TRAVEL	SUB-SECTION 19.20.60
SUB-SECTION	TRAVEL ADVANCE	ISSUED – 2013 REVISED - 2017

TRAVEL ADVANCE

Section 25-1-79, Miss. Code Ann. (1972) allows for travel advances at the discretion of the agency, institution, or department head. Any officer, employee, or contract worker paid through SPAHRS traveling on business of the State may receive an advance; however, independent contractors may not.

The Executive Director of DFA has authority to withhold payment of further expense accounts if any previous advance has not been repaid in accordance with Section 25-1-81, Miss. Code Ann. (1972). The travel advance must be settled within 10 working days after the end of the month in which travel was completed. If this does not occur, DFA can hold the traveler's payroll warrant until the debt to the State is repaid. Travel advances may not be made from petty cash accounts.

To calculate the amount of the advance request, the traveler should take into consideration the cost of meals, lodging, taxi fares and tips. Meals included in a conference should be omitted from the calculation, as well as any expenses paid directly by the agency, such as pre-paid registration or airline tickets charged to an agency travel account.

An advance should not be issued earlier than 20 days prior to the date of travel. Two advances may be issued at a time if there is insufficient time between trips to clear the first advance. If more than two advances are required, an override request must be made on the SPAHRS Advance screen, and approval must be obtained by calling BFC.

The actual processing of travel advances takes place within SPAHRS. Instructions may be found at:

<http://www.dfa.ms.gov/dfa-offices/mmrs/legacy-training-materials/spahrs-legacy-training-materials/spahrs-travel/>

Within 10 working days of the Pay Date, the SPAHRS "Official Travel Voucher Summary" and the original Travel Authorization Form should be submitted to BFC.

Upon completion of travel, a Travel Voucher (form 19.20.10) is completed. The travel advance is cleared against expenses of the trip. If the advance was greater than the actual expenses incurred, the traveler is required to repay the unused amount. The traveler must issue a check made payable to the agency for this amount. The check must be recorded on a receipt document in MAGIC and the original expenditure code must be shown on the document. In addition, the document number must be entered into SPAHRS.