

## 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 District 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 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.