





## PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

### A.3 Cash Advances

For a cash advance, the employee must submit a request to the Finance Department. The request should include the purpose of the advance and the estimated amount. The Finance Department will review the request and, if approved, will issue the advance. The employee must submit receipts for the advance and a report of the expenses incurred. The Finance Department will then reimburse the employee for the advance.

### A.4 References and Contact Information

For more information, contact the Finance Department at (60) 555-1234.

## B. Guidelines

### B.1 Travel Payment Methods

#### B.1.1 Debit

Debit is the preferred method of payment for all travel expenses. Employees should use a personal debit card for all travel-related purchases. The card should be used for all travel-related expenses, including airfare, hotel, and transportation. Employees should not use a credit card for travel expenses.

#### B.1.2 Wire Transfer

Wire transfers are used for large travel-related expenses, such as airfare, hotel, and transportation. Employees should use a personal wire transfer account for all travel-related expenses. The wire transfer should be made to the vendor's account. Employees should not use a credit card for travel expenses.

For more information, visit [http://www.plymouth.edu](#)

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#### B.1.3 Pre-Debit Card

Pre-debit cards are used for travel-related expenses, such as airfare, hotel, and transportation. Employees should use a personal pre-debit card for all travel-related expenses. The card should be used for all travel-related expenses, including airfare, hotel, and transportation. Employees should not use a credit card for travel expenses.

### B.2 Reimbursement Methods

Employees should use a personal debit card for all travel-related expenses. The card should be used for all travel-related expenses, including airfare, hotel, and transportation. Employees should not use a credit card for travel expenses.

Employees should use a personal wire transfer account for all travel-related expenses. The wire transfer should be made to the vendor's account. Employees should not use a credit card for travel expenses. For more information, visit [http://www.plymouth.edu](#).

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**B.4 Supporting Documentation**

**B.1.1 Detailed Receipts**

**Travel Expenses**

## PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

**Expense Report  
cont.**

**C. E**



**PROCEDURES FOR POLICY 2.16 –**







**C.4 Other Eligible Expenses**

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PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

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