

Travel Advances

- **Graduate Students** – must be registered for the current semester and the travel should be completed before the end of the semester.
- For out-of-state University related travel to meetings and conferences
- Complete Cash Advance Form, including account number. Faculty advisor must sign form. Form should be submitted to ENT.Travel@msu.edu
- \$15 advance fee will be charged to an MSU account supporting the travel.
- Once processed by the Business Office, the payment will be processed within one two ways:
 - Active MSU employees and students will receive their advance in the same manner as they receive their payroll; via direct deposit, pay card or check.
 - Non-MSU recipients (Grads on fellowships not paid by MSU) receive their payment via wire.
- Cash advances may be obtained no more than 14 days prior to departure, but should be requested at least 10 business days prior to needing the advance to allow for processing.
- Cash advances must be reconciled within 30 days of the return date.
- Contact ENT.Travel@msu.edu with any travel related questions.

Unallowable Travel Advance Expenses

- No advance will be issued to cover conference registration fees or hotel deposit fees. Conference fees should be paid by an MSU P-Card wherever possible.
- No travel advance will be issued to cover the cost of airfare/rail. Michigan State University travelers are encouraged to prepay airfare/rail through one of the University's Preferred Travel Agencies.