

MINUTES OF
Budget and
Control Board
Meeting

Sept. 23, 1977

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SEPTEMBER 23, 1977

Assistant to State Auditor William A. McInnis on this date completed a poll begun on September 22, 1977 of the following Budget and Control Board members on the item of business described below:

Governor James B. Edwards
Mr. Grady L. Patterson, Jr. (through secretary Gee)
Mr. Earle E. Morris, Jr.
Senator Rembert C. Dennis (through secretary Oliver)
Representative Tom G. Mangum

REGULATIONS ON TRAVEL EXPENSE ADVANCES - A draft of the referenced regulations was presented but not acted upon at the 9/14/77 and 9/21/77 Budget and Control Board meetings. Following the 9/21/77 Board meeting, Mr. Patterson and Mr. Morris approved the referenced draft, with Policy Item 5 revised to require notice of seven business days rather than five business days, on the condition that the seven-day notice requirement be adhered to strictly.

The Budget and Control Board members polled voted to approve the Travel Expense Advances Regulations as revised.

A copy of the revised regulations has been retained in these files and is identified as Exhibit I.

Exhibit I
9/23/77

Travel Expense Advances

Authority

Section 131 of the General Appropriation Act for 1977-78 which reads as follows:

Provided, Further, That a State agency may advance travel and subsistence expense monies to employees of that agency for the financing of ordinary and necessary travel required in the conducting of the business of the agency. The Budget and Control Board is directed to develop and publish rules and regulations pertaining to the advancing of travel expenses and no State agency shall make such advances except under the rules and regulations as published.

Purpose

The primary purpose for providing cash advances to employees who are traveling on official business of a State agency is to reduce the amount of personal funds required to finance official travel, thereby relieving the financial burden of the traveler.

When the travel assignment is completed, a voucher (payable to the traveler) is prepared for the total amount of allowable expenses incurred and paid. The traveler must repay the cash advance when the voucher is processed for payment and the check issued to the traveler.

Policy

1. No travel advance shall be made to an employee for travel within the State without specific approval of the State Budget and Control Board.
2. No travel advance shall be made for more than 80% of the estimated amount of the total travel expense (excluding airline transportation)
3. No advance shall be made in instances where 80% of the estimated travel expense does not exceed \$200.00.

4. The agency, department or institution making advances shall keep such records of advances made in accordance with rules prescribed by the Comptroller General. If an agency fails to keep proper records, the privilege to make travel advances shall be withdrawn.
5. Requests for travel advances must be submitted to the Comptroller General's Office not later than seven (7) business days prior to the beginning of the trip for which the advance is requested.

Procedures

Travel advances will be made on forms prescribed by or approved by the Comptroller General and shall as a minimum include the following information:

1. Name and Social Security Number of the traveler.
2. Name of the department.
3. Account number to which the travel expenses will be charged.
4. The date and hour the traveler is expecting to begin the travel and return to his/her official headquarters.
5. Purpose of trip.
6. No. Days @ /Day = 80% = , (Amount of advance).
7. Approval of traveler's department head or director.
8. The traveler's signature and date of receipts.

Approved by Budget and Control Board 9/23/77.

THE END