

ADVANCES

Individuals

Accounts Payable will not issue travel advances for individual travelers. Cash advances may be obtained by the individual traveler with the JPMorgan Chase Travel Card, subject to limits imposed by the bank.

Study Abroad

Advances may be obtained for study abroad programs through the Center for Global Engagement, however, every effort should be made to arrange and pay lodging, airline, and other expenses by requisition and voucher to minimize the need for or amount of a travel advance. After every effort has been made to arrange direct payment, complete the [Travel Advance Form](#) and submit it to CGEFinance@baylor.edu three weeks prior to program departure.