

Travel Advances are available to full-time employees and adjunct faculty of Troy University. The maximum amount available is \$1,500 for traveling within the United States or \$3,000 for international travel. Please submit the following forms to Foundation Accounting Services:

- Foundation Check Request
- Travel Advance Loan Request
- Travel Approval

All above forms are located at <http://trojan.troy.edu/employees/foundation-accounting/> under Forms.