

Treasurer's Instruction No	703
Title	Travel Advances
Effective date	1 July 2005
Objective and Background	To provide instruction on procedures to follow in making advances for travel and related payments
Last Reviewed Date	31 July 2003

This Instruction was previously known as Treasurer's Instruction No 517 – Travel Advances.

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) Agencies are authorised to make general advances for travel and related payments. These advances are to be made from a suspense code linked to the relevant item of the Public Account provided that:**
 - (a) the suspense code shall only be used for the purpose of recording advances paid; and**
 - (b) the suspense code shall be credited with the full amount of each advance when a claim is payable for the expenses actually incurred (shown as negative expenditure on an expenditure claim form).**