

Travel Advances and Repayments

A. General

University travel policies require that all persons who travel on official business shall use the University's procurement card or provide themselves with sufficient personal funds to defray their travel expenses. Generally, it is the policy of the University that travel advances are not allowed.

The University has attempted to minimize the effect of this requirement on individuals by permitting advance payment of travel-related expenses. It is recognized that travel advances may be justified by special circumstances of official business travel (i.e. out-of-country travel, graduate assistants and fellows). The Provost, Executive Vice President for Finance and Administration, Vice President for Research, or the Executive Vice President for Health Affairs may approve requests for travel advances when justified to their satisfaction.

Travel advances are personal obligations of the recipient and must be repaid within twenty-one (21) days after travel is completed.

B. Forms Used

1. Departmental Authorization and Voucher (DAV). See E-5-2-G.
2. Cash Transmittal Form. See E-5-2-H.

C. Procedure to Request Travel Advance

1. A travel advance may be obtained by submitting a properly completed and approved Departmental Authorization and Voucher (DAV) to the Treasury Services Department of the Office of the Treasurer. See E-5-2-G for example and instructions.

The Departmental Authorization and Voucher (DAV) must be approved by the Provost, Executive Vice President for Finance and Administration, Vice President for Research, or the Executive Vice President for Health Affairs prior to submitting the DAV to the Treasury Services Department. This DAV must also bear the live signature of the employee on the line of the promissory note as shown in the description box.

The Treasury Services Department will verify the requestor's employment status and also verify that the employee is not delinquent on any previous travel advances. The DAV will then be forwarded to the Accounts Payable Department of the Office of the Treasurer.

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2. The Accounts Payable Department will process the request for travel advance before the starting date of the trip but not earlier than fourteen (14) calendar days prior to travel. If on occasion a check needs to be issued at an earlier date, the employee should attach a memorandum to the DAV which requests an exception and details the circumstances.

D. Repayment of Travel Advances

1. Travel advances are due and payable within twenty-one (21) calendar days after completion of the travel. Travel expense vouchers should be submitted immediately upon completion of the travel. (See Business Procedures Manual, Section E-5-1). The twenty-one (21) calendar day period allows ample time for processing a Travel Expense Voucher. A travel advance that remains unpaid for more than twenty-one (21) calendar days after completion of the travel is considered delinquent.
2. Repayment of travel takes place as follows:
 - a. Upon approval of the employee's Travel Expense Voucher, the Accounts Payable Department will credit the amount of the approved expenses to the employee's unpaid travel advance. If the amount of the approved expenses exceeds the amount of the travel advance, a check for the difference will be issued to the employee.
 - b. In cases where the amount of approved expenses is less than the amount of the employee's travel advance, the employee will receive a bill from the Treasury Services Department for the balance. The employee may attach a personal check for the amount of the remaining balance to a cash transmittal letter (see E-5-2-H for an example) and mail or hand deliver to the Treasury Services Department, 356 Peterson Service Building, 0005.

E. Delinquent Travel Advances

1. Travel advances must be repaid within twenty-one (21) calendar days of the completion of the travel. The Treasury Services Department will bill unpaid balances directly to the employee if a Travel Expense Voucher has been submitted and a balance remains. If the employee fails to submit a Travel Expense Voucher within twenty-one (21) calendar days of the completion of the travel, the full amount of the travel advance is still due and payable to the Treasury Services Department and will be considered delinquent if not paid immediately.
2. Employees will be notified of delinquent travel advances by the Treasury Services Department by letter. A copy of the notification will be sent to the appropriate Dean, Department Chairperson or Director.
3. If repayment has not occurred within fourteen (14) calendar days after the date of the

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request for the travel advance.

Contact Email Email address of the contact person.

Contact Ph. No. Phone number of the contact person.

Payment Information:

This section is for Accounts Payable use only. Please Skip.

Accounting Information:

G/L Account Enter G/L account number 139000

Amount Enter the dollar amount requested for the travel advance requested.

Assignment No. User Code (departmentally defined)

Cost Center Skip

Internal Order Skip

WBS Element Skip

Fund Enter 0021700800

Earmarked Funds Skip

Item Skip

Descriptive Statement of Expense Include the purpose for payment, the name and Person ID Number of the person traveling, the Department Number, the destination, and the dates of the trip.

Also include the following promissory note:

I promise to pay the University of Kentucky, Treasury Services, Lexington, Kentucky the sum of (amount of funds) on or by (payment date). If this advance remains unpaid on said date, I hereby authorize the University of Kentucky to withhold any and all funds due to me until this advance is paid in full.

Signature of

Recipient_____

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Received By/Title: Skip

Authorized Official Signature of the person authorized to approve the request for a Travel Advance. NOTE: The DAV must also contain a signature of approval by the Provost or the appropriate Executive Vice President.

Date Enter the date the authorized person signs the DAV

H. Repayment of Travel Advance - Deposit Preparation

Treasury Services is the department responsible for processing and tracking all of the money that comes into the University. It is important that every deposit is submitted with a transmittal. There are two types of deposits: a cash deposit and a check deposit. Both must be prepared as a predeposit. Here are the steps for preparing each type of deposit for repayment of a travel advance:

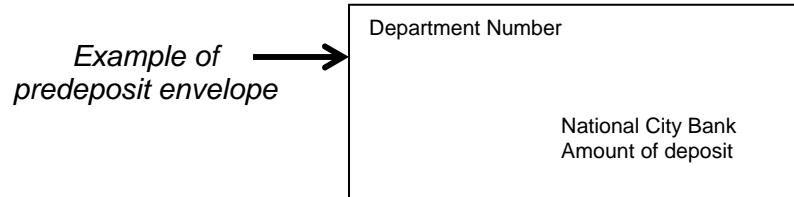
Cash Deposit

1. Complete a cash transmittal form, using g/l account 139000 and fund 0021700800. Attach a copy of the original DAV submitted for the travel advance.
2. Fill out the deposit slip and include the department number at the top if it is not already pre-printed.
3. Count all cash and coin twice to verify the accuracy on the cash transmittal and deposit ticket.
4. If there is a large amount of cash, band together the like denominations and attach an adding machine tape to each bundle. Add all the cash bundles and coins together. Include this adding machine tape in the deposit envelope.
5. Place the currency, coin, adding machine tapes, and the first two copies of the deposit slip into an envelope labeled: "National City Bank" with the total amount and department number (see example). **DO NOT INCLUDE THE TRANSMITTAL IN THIS ENVELOPE.** (This envelope will not be opened and counted by the Treasury cashiers. It will go directly to the bank.)
6. Staple the third copy of the deposit slip to the cash transmittal. Secure the envelope to the cash transmittal. The deposit is now ready to go to Treasury Services.

Check Deposit

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1. Complete a check transmittal form, using g/l account 139000 and fund 0021700800. Attach a copy of the original DAV submitted for the travel advance.
2. Fill out the deposit slip and include the department number at the top if it is not already pre-printed.
3. Verify that all checks are made to the order of University of Kentucky. Stamp or endorse the back of each check with the department name/number and UK's Restricted Trust bank account number. This number can be provided by Treasury Services. Take out checks drawn on non-US banks to submit on a separate check transmittal through collection.
4. Add all the checks together twice to verify the accuracy on the check transmittal and deposit ticket. Include this adding machine tape in the deposit envelope.
5. Place the checks, adding machine tapes, and the first two copies of the deposit slip into an envelope labeled: "National City Bank" with the total amount and department number (see example). **DO NOT INCLUDE THE TRANSMITTAL IN THIS ENVELOPE.** (This envelope will not be opened and counted by the Treasury cashiers. It will go directly to the bank.)
6. Staple the third copy of the deposit slip to the check transmittal. Secure the envelope to the check transmittal. The deposit now ready to go to Treasury Services.



It is important to follow these steps to ensure that we have accurate financial records. If you have any questions about these procedures, call Treasury Services at 257-1983.