

Travel Advances and Repayments

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I. Purpose

To Provide guidance to the University faculty, staff and administrators for requesting a cash advance to defray travel expenses and establish terms, limits and conditions for repaying the advance.

II. Policy

- A. Generally the University does not provide travel advances so faculty, staff and administrators traveling on behalf of the University. Certain travel-related expenses may be paid in advance using a University procurement card or Payment Request Document to help defray travel costs.
- B. It is understood that a travel advance may be appropriate due to special circumstances. So, upon acceptable justification and proper documentation, an advance may be approved by the Provost, Executive Vice President for Finance and Administration, Vice President for Research, or the Executive Vice President for Health Affairs.

III. Forms

- Payment Request Document (PRD)
- [Request for Imprest Account or Travel Advance](#)
- [Overseas/Travel Advance Budget](#)
- Online Cash or Check Transmittal

IV. Procedures

- A. A travel advance may be obtained by submitting a properly completed Payment Request Document (PRD) using g/l account 139000 and fund 0021700800.
 - The PRD documentation must include a properly completed request for a [travel advance form](#) and an [overseas/travel advance budget form](#).
 - The Treasury Services Department will verify the requestor's employment status and that the employee is not delinquent on any previous travel advances. Upon approval the PRD will workflow to the Accounts Payable Department.
 - The Accounts Payable Services Department will process the PRD and issue a check approximately (14) calendar days prior to the beginning of the travel. If a check must be issued at an earlier date, the traveler may attach a memorandum or justification to the PRD.
- B. Repayment of a travel advance – Deposit Preparation.
 - Travel advances are due and payable to the Treasury Services Department within sixty (60) calendar days after the completion of the travel.
 - Repayment shall be made by completing an online cash or check transmittal form using g/l account 139000 and fund 0021700800. A copy of the original PRD requesting the travel advance must be attached.
 - Complete a deposit slip including the department number at the top.
 - The cash or check transmittal with deposit is to be delivered by hand or armored car service to Treasury Services, room 356 Peterson Services Building.
 - The traveler will be notified by letter from the Treasury Services Department of a delinquent travel advance. A copy of the notification will be sent to the appropriate Dean, Department Chairperson or Director.

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- If repayment has not been made within fourteen (14) calendar days after notification, the Payroll Department may be requested to withhold the traveler's wages until the outstanding advance has been repaid.
- C. Terminal Payroll Verification
- If a travel advance is outstanding against a terminating employee, the appropriate Dean, Department Chairperson, or Director may be notified by the Treasury Services Department and asked to facilitate repayment prior to the release of the employee's final wages. .