

Travel Advances and Repayments

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I. Purpose

To provide guidance to University faculty, staff and administrators for requesting a travel advance to defray the cost of travel and establish terms, limits and conditions for repaying the advance.

II. Policy

- A. Generally, the University does not provide travel advances to 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 Executive Vice President for Health Affairs.

III. Forms

- [Request for Concur Travel Advance](#)
- [Concur Travel Advance Budget Form](#)
- Online Cash or Check Transmittal

IV. Procedures

- A. A travel advance may be obtained by submitting a properly completed Request for Concur Travel Advance form to Treasury Services at Treasury.Services@uky.edu.
 - The Request for Concur Travel Advance form must include a properly completed Concur Travel Advance Budget form and trip itinerary.
 - Treasury Services will verify the requestor's employment status and that the employee is not delinquent on any previous travel advances. Upon approval, Treasury Services will email the forms to the traveler and copy Accounts Payable Services.
 - Accounts Payable Services will enable the cash advance option in Concur for the traveler.
 - The traveler must then complete a Concur Travel Request and the request must be approved by the traveler's supervisor and budget officer a minimum of 14 calendar days prior to the beginning of the travel.
 - The cash advance will be issued as an ACH payment to the traveler's main bank account as identified in HR within 14 calendar days of the first date of travel. If the cash advance must be issued more than 14 days in advance of the travel dates, the traveler may attach a memorandum or justification to the Concur Travel Request.
- B. Repayment of a travel advance – Deposit Preparation
 - Travel advances are due and payable to Treasury Services within 60 calendar days after the completion of the travel.
 - The cash advance must be added to the Concur Travel Expense Report and will be deducted from the reimbursement due to the traveler.
 - If the traveler does not have enough reimbursable expenses to cover the cash advance amount, the traveler must repay the difference prior to submitting the Concur Travel Expense Report. Repayment shall be made by

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completing an on-line cash or check transmittal form using g/l account 139000 and fund 0021700800. A copy of the original Request for Concur Travel Advance must be attached.

- The cash or check transmittal with deposit is to be delivered by hand to Treasury Services, room 356 Peterson Services Building, deposited in a UK Kiosk, or picked up by established armored car service.
 - The deposit must be recorded on the Concur Travel Expense Report by adding Expense Type Cash Advance Return and attaching a copy of the cash or check transmittal.
 - If the travel advance is not accounted for on a Concur Travel Expense Report or deposited in the g/l and fund listed above within 60 calendar days from the last date of travel, the traveler will be notified by letter from Treasury Services of a delinquent travel advance. A copy of the notification will be sent to the appropriate Dean, Department Chairperson or Director.
 - If repayment has not been made within 14 calendar days after notification, Payroll Services 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 Treasury Services and asked to facilitate repayment prior to the release of the employee's final wages.