

Travel Advances for Faculty, Staff and Graduate Student Staff

These procedures define the cash advances, specifically for individual travel expenses, that are available to faculty, staff and graduate student staff; and the processes required for those advances.

Effective Date: July 1, 2015

INTRODUCTION

Cash advances for faculty, staff and graduate student staff are available to offer assistance to the employee with the out-of-pocket expenses associated with business travel. Faculty, staff and graduate student staff may request cash advances through Concur, subject to the limitations defined in the procedures below.

All employees are eligible for a Visa Travel Card, and therefore the need for cash advances should be minimal.

If the travel is part of a research project, the cash advance should be obtained through a Project Advance. For details instructions for a Project Advance, see the [Requesting a Project Advance \(Funding\) QRC](#).

PROCEDURES

Travel Cash Advances should only be requested for the following:

- Out of pocket travel expenses for Grad Students whose departments have restricted the issuance of the Visa Travel Card
- Out of pocket expenses for any employee for travel to a country with a cash-based economy
 - For travelers who have been issued a Visa Travel Card, cash advances will not be issued for denominations less \$500. Advances less than \$500 should be acquired through an ATM with a Visa Travel Card 2-3 days before the trip
 - Maximum cash advance will be determined by the need of the above. An itemized estimate is required to be attached to the Trip Request
- When funding is limited to a specific amount per travel event
 - These cash advances will also be required to be reconciled through the Concur Travel & Expense system

NOTE: Travelers who have un-reconciled cash advances for prior trips will not be issued more cash until the open advances are reconciled and submitted on an Expense Report

Travel Cash Advances through the Concur system should not be requested for the following:

- To reimburse an employee who has pre-paid travel expenses on a personal credit card
- For any expenses that can be paid with a Visa Travel Card (i.e. airfare, registration, fixed meals, hotel), unless traveling to a country with a cash-based economy.
- Research Project costs (These should be requested using a Research Project Advance)

Travel Cash Advances must be requested and issued through the Concur Travel and Expense system

- Cash Advances are requested using the Trip Request function in Concur
- Trip Request and Cash Advance require fiscal approval. Workflow in Concur will facilitate this process
- Cash advances are issued 2-3 days before the start date of the trip, regardless of when the request is made
- The funds are electronically deposited in the traveler's bank account (same bank account used for Payroll)

Reconciliation and Repayment of the Cash Advance

- Cash Advances through the Concur system are centrally funded, and should be reconciled within 30 days of the end of the trip
- Expenses are reconciled on an Expense Report in Concur upon completion of the trip
- Travelers are **personally responsible** for any unused portion of the cash advance
- Excess Travel cash advances will be collected through Payroll Deduction.
 - Any amounts over 25% of the traveler's net pay will be divided into payments.
- For detailed instructions, see [Cash Advance in Concur Travel and Expense QRC](#):