

 <p>Category: Financial</p> <p>Policy applicable for: Faculty/Staff</p>	<p><i>Policy Title:</i> Travel Advances</p> <p>Effective Date: 04/01/2015</p> <p>Prior Effective Date: mm/dd/yyyy</p> <p>Enabling Acts: University Rule 10-5-04</p>	<p><i>Policy Number:</i> 2.1.31</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Accounts Payable</p>
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Background

The university does not typically provide travel advances to fund university travel for its employees or students. Whenever possible, the employee and/or student traveling should be reimbursed after each travel event has concluded. There are, however, circumstances that necessitate cash advances being approved and issued to employees and/or students for non-financial aid related travel. Refer to the student travel policy for additional information on academic and extracurricular travel.

Definitions

Group travel advance – monies needed to support academic group travel.

Team travel advance – monies needed to support the university’s athletic teams.

Individual travel advance – monies needed when an employee is traveling on university business and the outlay of personal funds is not feasible for the employee. Refer to the travel expense policy for additional information.

Trip budget – a line item summary of the university’s projected expenses for the travel event.

Financial Aid budget – the trip budget and the student out of pocket expenses.

Policy

The University of Cincinnati may advance monies for group travel events such as those related to academics and athletics. Group travel coordinators should prepay travel whenever possible via purchase order or procurement card so that reimbursement and cash advances are kept to a minimum. In certain instances, individual travelers may receive travel advances. Determinations will be made on a case-by-case basis by the Controller’s Office with approval from the appropriate dean, vice president, or senior vice president.

Procedure(s)

A completed Travel Authorization form and trip budget that includes a justification for the advance should be submitted to the department's management for the appropriate approvals. After all approvals are obtained, a Request for Payment (Form A114) should be submitted to the Accounts Payable Office. Advances of up to 100% of the total non-prepaid budget can be requested. If students are traveling for academic purposes, financial aid budgets must be submitted to the Student Financial Aid Office.

In addition, if the advance is to support a period of travel that exceeds 60 days, consideration should be given to requesting travel advances in 60-day segments. In some cases extended travel/field trip events should be assigned a dedicated university bank account. Advance funds could then be deposited in the bank account and managed by the trip administrator. In the event of an extended travel event wherein it is not feasible to create a bank account, it may be necessary for the trip administrator to sign a promissory note with the university (see variant table for the threshold amount requiring a promissory note). The department approving the advance should secure and retain the signed promissory note.

Many cash travel advances for international travel involve the need to convert U.S. dollars into foreign currency. Good judgment should be exercised in obtaining the best exchange rate.

Once the trip has concluded, a Travel Expense report (Form A113) should be submitted to the Accounts Payable Office within 30 days of the trip completion. The expense report should reference the travel advance previously processed by the Accounts Payable Office. Any excess travel advance should be deposited through the Bursar's Office. Expense claims not supported by the original trip budget will need the appropriate approved exception request to be included with the travel expense report.

For trips involving longer periods of travel, at a minimum, at each 60-day interval, a travel expense report should be submitted to the Accounts Payable Office for that 60-day period no later than 30 days after that period has ended. In rare instances, outstanding advance funds for longer back to back (consecutive) trips can be applied to subsequent advance requests for the same trip. This should be accounted for on the trip budget.

Cash advances should not support any personal aspects of university travel.

Organizational units may institute policies more, but not less, restrictive than this policy (2.1.31) if desired.

Related Links:

[Travel Expenses Policy](#)
[Student Travel Policy](#)
[Variant Expense Table](#)

Phone Contacts:

Accounts Payable	556-6772
Controller's Office	556-3152
Treasurer's Office	556-4510