### Travel Advances

**Policy Title:**
Travel Advances

**Effective Date:**
01/10/2019

**Prior Effective Date:**
04/01/2015

**Enabling Acts:**
University Rule 10-5-04

**Policy Number:**
2.1.31

**Policy Owner:**
Sr. VP for Administration and Finance

**Responsible Office(s):**
Accounts Payable

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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. Cash advances should not support any personal aspects of university travel.
Please refer to the link below for more specific instructions on the advance issuance and settlement process that is facilitated in the Concur Travel and Expense system.

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

Related Links:
- Travel Advance Instructions
- Travel Expenses Policy
- Student Travel Policy
- Variant Expense Table

Phone Contacts:

- Accounts Payable 556-6746
- Controller's Office 556-3152
- Treasurer's Office 556-4510