

# REQUEST FOR ADVANCE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Advance: \$ \_\_\_\_\_

If the advance is for travel, please indicate the following:

Purpose: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of departure: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of return: \_\_\_\_/\_\_\_\_/\_\_\_\_

If the purpose of the advance is other than travel, please explain below:

Other purpose: \_\_\_\_\_

*NOTE: An Expense Reimbursement Form, with all original receipts, must be submitted to Procurement Services to clear this Advance. If after 30 days the Advance is not cleared the University has the authorization to charge the amount of the Advance to the employee through payroll. See reverse side for full Policy.*

**I HAVE READ THE TRAVEL AND CASH ADVANCE POLICY AND HAVE AGREED TO THE TERMS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Supervisor's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Cash Advance Account to be debited#: 10-1-00000010-00-103220*

***\*Reminder: if printing this form from online, it must be done on BLUE paper.\****

# Travel and Cash Advance Policy

## **Procedures for Requesting Travel and Cash Advances:**

All Request for Advance forms *must* be filled out completely, including original signatures of the employee seeking the Advance, and their department head, manager, Chair, or Dean. The Procurement Manager reviews all Cash Advances in order to ensure an advance is necessary or if other payment methods are better suited (i.e. personal method of payment, University credit card, Purchase Order, etc.). Advances must be completed and submitted to Procurement Services by **Monday at 4:00pm** (end of day) in order for the check to be available on Friday of the same week. Cash Advance checks will be available no more than one week prior to when they are needed (i.e. travel or activity date).

## **Travel Advance Policy:**

An Advance for travel is for covering miscellaneous travel expenses that cannot be covered with a credit card. No cash advances may be issued for air and rail travel, as well as conference or seminar registrations; these must be booked through the University's travel agent, by University credit card, or by personal credit card for which the University will issue a reimbursement once the trip has been completed (please see the Travel Policy for details).

**A travel advance is not to exceed \$150.00 per day up to a maximum of \$1,050.00 (exceptions may be made for group or athletic team travel).**

Note: For student advances, please see the Student Travel and Cash Advance Policy, and submit the request on a Student Advance Form.

## **Cash Advance Policy:**

Cash Advances are issued when a credit card (personal or University issued) cannot be used for miscellaneous expenses.

**An advance for cash purchase is not to exceed \$200.00.**

## **Clearing Advances:**

All advances *must* be cleared within 15 (fifteen) days after the travel or activity date to ensure that all incurred expenses are charged in a timely manner. A TME Report, with all original receipts, must be submitted to Procurement Services for this purpose.

***Please Note: If after 30 (thirty) days the advance is not cleared the University has the authorization to deduct the advance from the employee through payroll.***

**Note: No new Advance will be issued until the previous Advance has been cleared and an Expense Reimbursement Form submitted.**