Travel Advances

Advances are subject to the same documentation rules as described in the travel, meals and entertainment document found under the instructions section of the Accounts Payable section of the Business Office website.

The main purpose of a travel advance is to provide funds for cash disbursements while traveling. One common use is of coaches that pay participants a per diem meal allowance while on the road. For student per diems, a roster with the amounts and recipient signatures is adequate.

The travel advance form is used to request an advance.

How to use the Travel Advance form

To request the advance

* Complete the top section of the form, (name, WID#, Destination, travel dates, date advance needed, purpose, date submitted, TR# and delivery instructions)
* In the second section include the G/L account the travel will be debited to. All travel advances should be coded to “x-xx-xx-xxxxx- 5799” (object code).
* Have the Budget Officer sign in the second section as approval of the advance
* Send the form to Accounts Payable for payment.

Upon return to reconcile the advance

* Return any unused funds to the Cashier’s office (Memorial 233) and credit the amount to the account used the request the advance. “x-xx-xx-xxxxx- 5799”
* Charge the net advance to the expense account that is being charged the travel. “x-xx-xx-xxxxx- 5700” or “x-xx-xx-xxxxx- 5720” for foreign travel.
* Complete the third section, Travel Advance details.
* Attach all receipts, invoices or rosters
* The employee who received the advance needs to sign the employee certification box
* The Department or Division Approval needs to be signed
* The Budget Officer needs to sign again at the bottom of the form as approval of the expense.
* Return the completed form to Accounts Payable for final processing