TRAVEL ADVANCES

I. Only faculty and staff on the payroll at the time of the advance request are eligible for a travel advance.

A. Completion of a "Request For Travel Advance" form is required to receive a travel advance.

B. The minimum amount of an advance is $200.00. Exceptions can be made with appropriate justification on a case by case basis.

C. Travel advances are intended for use in circumstances where it can be demonstrated that an employee will have a significant amount of "out of pocket" costs not covered by corporate charge or credit cards.

UW-System has an agreement with US Bank for the specific purpose of reducing travel advances. All employees who travel on University business are strongly encouraged to apply for a US Bank Travel VISA Card. The UW-System travel information Web site provides information on the card as well as an online application form.

II. Advances for individual travel are limited to 80% of the estimated expenses to be paid by the traveler and shall be rounded to the nearest dollar below 80%.

A. Line amounts for lodging and meals cannot exceed the applicable maximums for the destination involved without a justifiable explanation.

B. The advance may not exceed 30 days estimated expenses for domestic travel, 90 days for foreign travel.

III. Group travel advances may be issued for program participant travel for activities such as 4-H Youth events and leadership training. Advances for group travel may equal 100% of the estimated travel cost.

A. Reimbursement claims for cash allowances provided by employees to participants must be supported by a receipt statement, signed by the recipient, that states the amount received and which expenses are covered by the allowance.

B. Each department with group travel advances should have adequate controls to insure that these funds are used for official purposes only. Advances must be accounted for on a TER no later than one month following the scheduled trip.
IV. Advances must be accounted for on a TER by the employee who received the advance no later than 30 days following completion of the scheduled trip.

A. Advances not accounted for within 30 days after completion of the trip may be deducted from the employee's next paycheck to avoid treatment of the advance as taxable income requiring federal income and social security tax deductions on the employee's next paycheck.

B. Deduction of the travel advance from an employee's salary check does not eliminate the requirement that the employee account for the expenditures on a TER.

V. The amount due the traveler will be reduced by any advance received and a check will be issued for the net amount due.

A. In cases where the advance exceeds the expenditure, a check payable to the institution shall accompany the TER.

B. An additional advance will not be granted to an employee who has a previous overdue advance.

VI. Travel advances may not be issued prior to 7 days before departure unless a satisfactory explanation is provided.

A. Requests for a travel advance should be submitted at least 14 days before departure to allow sufficient lead-time for processing.

VII. The Request for Travel Advance form must be personally signed by the employee and approved by his/her supervisor.

Questions about travel advances should be directed to the Business Services (262-0180).