

Cash Advances

A cash advance is a check written to a traveler in advance of the trip. Cash advances are only allowed under the following conditions.

- Intercollegiate team travel
- Up to eighty percent of the cost of international travel
- Student travel on university business

When utilizing a cash advance, the guidelines below should be followed:

- The cash advance should be used for group meals and incidentals incurred during travel.
- Except for students, travelers accepting a cash advance forfeit use of the per diem rates and must submit actual receipts. Students may receive a per diem as long as documentation regarding receipt of such is submitted to Accounts Payable upon return.
- The workday immediately following the trip, all unused funds must be returned to the Cashiers.
- An individual may have only one cash advance outstanding at any time.
- A [Travel Expense Voucher \(TEV\)](#), along with original paid receipts and the cashiers receipt of unused funds, if applicable, must be submitted to Accounts Payable within five working days upon conclusion of the trip.

NOTE: If the appropriate documentation as defined above is not submitted in the time allotted, these funds will be deducted from the traveler's next payroll check.

To receive a Cash Advance:

1. Create a requisition in Datatel
 - The description should include the dates and destination of travel.
 - Use object code **65500**, regardless of the purpose of the cash advance.
2. Submit a [Request for Check Form](#) to Accounts Payable along with a list of participating students. Accounts Payable will issue a check in the amount specified.
3. Sign the Cash Advance Agreement when picking up the check from the Cashiers.
4. Submit a [Travel Expense Voucher \(TEV\)](#), along with original paid receipts, to Accounts Payable upon return from travel. Accounting will reallocate costs to the appropriate object codes.