Cash (Travel) Advances

Purpose

The University may advance funds to its employees for projected travel expenses when traveling on official state business funded by the University.

Policy

In order to receive a cash (travel) advance, the University requires an approved Travel Authorization and a promissory note (Authorization to Deduct Outstanding Travel Advance from Payroll Check). The state of Texas allows a cash (travel) advance for up to 90% of the per diem for meals and lodging.

Cash (travel) advance recipients will be allowed 30 days from the completion of the travel to redeposit unused cash (travel) advance funds to the Student Business Services Office. Additional cash (travel) advances will not be issued if an outstanding cash (travel) advance is still pending.

As a reminder, the University follows Internal Revenue Service (IRS) regulations, which allow an accountable plan to be non-taxable. Any cash (travel) advance that is not substantiated within 60 days of the date issued will be added to the employee’s income and taxed at the appropriate withholding tax rate. Refer: IRS Publication 463, Section 6 How to Report.

Procedures

The cash (travel) advance request must be submitted to the Accounts Payable/Travel department at least 7 and no more than 15 business days before the trip to ensure timely approval. Emergency checks will not be issued for late requests. The amount requested cannot exceed 90% of the per diem for meals and lodging or 90% of the per diem for meals, if lodging is prepaid.

A cash (travel) advance may be requested by having the department travel planner contact the Accounts Payable/Travel department. The department travel planner will e-mail a request to Accounts Payable/Travel containing the following information:

- Traveler’s name and Employee ID
- Destination
- Travel dates
- Amount - 90% of meals and lodging per diem (if lodging is prepaid, then only 90% of meals)
- Copy of the GSA per diem table
- Attach the approved IAP and PS Travel Authorizations
- Attach the Promissory note with traveler’s certification

All receipts should be submitted to the Accounts Payable/Travel department to reconcile the cash (travel) advance after the trip takes place. Repayment of unused or excess cash (travel) advance funds must be deposited at the Student Business Services Office within 30 days.

Applicability

The University will advance funds to faculty or staff members, who do not hold a UTEP Individual Travel Card, for projected business travel expenses that are incurred during travel that requires an overnight stay outside of their designated headquarters and meet one or more of the following conditions:

- The destination of the travel is to an isolated region with limited access to suppliers or services that accept credit cards
- Travel is for more than 3 consecutive days
- A faculty/staff member is traveling with a group of students
- Prior travel advances are not outstanding more than 30 days

Responsible Party

Comptroller