

UAM OPERATING PROCEDURE 340.1

TRAVEL FUND ADVANCEMENTS

A travel fund is available for the purpose of accommodating employees who wish to receive a cash advancement to defray travel expenses, **excluding airfare, lodging, rental vehicles, and registration/conference fees.**

1. The Spend Authorization with all necessary approvals should be submitted prior to the date the advancement is needed. No advancement can be authorized until the Spend Authorization is completely approved at all levels.
2. When the traveler requests a travel advance for a trip, he/she is given a **90% of the requested amount if accompanied by students for meals and other travel expenses excluding airfare, lodging, rental vehicles, and registration/conference fees.** Otherwise, **the traveler may receive a 50% advance of the amount authorized on the Travel Request, excluding airfare, lodging, rental vehicles and registration/conference fees.** However, no travel advance check will be issued if the total advance amount is less than \$50.00.
3. The request for the travel advance should be made when creating a Spend Authorization.
4. A travel advancement check will only be issued prior to the trip. No advancement is authorized if the trip has already occurred. The traveler should create an Expense Report for reimbursement subsequent to the trip.
5. The travel fund is a revolving fund that must be reimbursed to make funds available for use by other University employees. In accordance with the Governor's Policy Directive No. Six (6), all travel advances must be returned within thirty (30) days.

The travel fund is reimbursed by the traveler by completing the Expense Report. The Expense Report should reflect the total actual reimbursable expenses of the trip, regardless of whether an advance was received. At this time the traveler will receive any reimbursement due him/her or will reimburse the travel fund if actual reimbursable expenses were less than the amount of the travel advancement check.

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