

- Guideline #: BFCNAS-02
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- SME: Controller

CASH ADVANCES – TEAM AND GROUP TRAVEL

Background

The University of West Georgia, in accordance with the State of Georgia Statewide Travel Regulations and OCGA 45-7-25 and 45-7-26, authorizes the payment of travel advances to employees of the institution for the purposes of fulfilling the travel needs of a group or team. The purpose of a travel advance is to minimize the financial burden on traveler(s) when traveling with official University teams or groups. The employee may request an advance for the team or group's expenses however the employee should consult the Cash Advance policy for guidance on obtaining an advance for the employee's travel expenses.

Teams/Groups are considered non-employees for the purposes of this policy.

Guidelines

The University President, or designee, is authorized to advance funds to employees traveling on behalf of the State. Funds may be advanced for the team or groups anticipated subsistence (meals and lodging), as well as for mileage and other transportation costs which are reimbursable under the state travel regulations.

The amount of the cash advance will be determined based on the estimated cost of travel and the duration of the trip. The federal meal and lodging per diem rate will be used as an estimate for determining the amount of the cash advance for these expenses in the absence of documentation corroborating amounts greater than the federal per diem. The employee may also request funds for incidental expenses that may be incurred by the team or group. This amount will be calculated using the daily federal per diem rate for incidentals. When possible, and in an effort to reduce the amount of the cash advance, it is recommended that a purchasing card be utilized for the student portion of the team or group travel. *Employee's expenses are not allowed to be charged to the State of Georgia Purchasing Card and will be considered a violation according to purchasing card guidelines.* Cash advances will not be issued for amounts less than \$200.

Employees are fully responsible for funds advanced to them and shall account for the funds in accordance with the Statewide Travel Regulations. Employees are liable for any advanced funds that are lost or stolen.

Employees must reconcile (submit receipts) or return unused travel advance funds within 10 business days from the final date of travel.

Restrictions

Failure to return or reconcile a travel advance within the designated time period will result in the employee losing eligibility to receive future advances.



Multiple advance requests will be considered upon the individual merits of the request and no more than two advances may be outstanding at any given point in time.

Employees may request an advance for their expenses and the expenses of the team or group if applicable. An employee may not request an advance on behalf of another employee. If multiple employees are traveling, each one should request their own travel advance.

Procedure

The employee requesting a cash advance should complete the UWG Cash Advance Authorization Form. The authorization form must be signed by the employee requesting the advance and approved by the employee's immediate supervisor and/or by the individual with fiscal authority for the account. The employee should submit an itinerary for the trip, as well as, a roster or list of students who will be participating in the travel.

The Travel Cash Advance Package (Approved Travel Authorization, itinerary, roster or list of students, supporting documents and Cash Advance Authorization) must be received in the Office of the Controller five (5) business days **prior to** the first day of travel for processing. The Office of the Controller will review the request for appropriateness of the cash advance and validate the requested amount. Upon review by the Office of the Controller, the form will be submitted to the University President or designee for final approval.

The cash advance will be issued by check or EFT depending upon the payment method established within the HR system. The UWG Cash Advance Authorization Form must be signed by the employee acknowledging request of the funds.

Upon return from the trip, the employee must reconcile the cash advance using the online expense report. The employee must report all expenditures and turn in all receipts. Any unused cash advance funds must be returned at the time the Travel Expense Statement for Team and Group Travel is submitted. Any funds expended in excess of the cash advance will be reimbursed to the employee once the Travel Expense Statement is processed.

Applicable Forms

UWG Cash Advance Authorization Form

http://www.bf.westga.edu/Travel/Forms/Travel_Cash_Advance.pdf

UWG Travel Authorization

http://www.bf.westga.edu/Travel/Forms/Travel_Authorization_Employee.pdf

UWG Travel Authorization Addendum

http://www.bf.westga.edu/Travel/Forms/Travel_Authorization_Addendum.pdf

Cash Advance Business Process

http://www.westga.edu/controller/index_5502.php