

UWG PROCEDURE NUMBER: 5.4.3, Cash Advances (Employees)

Authority: UWG POLICY 5.4 (Travel Reimbursement)

The Chief Business Officer, pursuant to the authority of UWG Policy 5.4, establishes the following procedures on Cash Advances (Employees):

A. 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. Employees requesting a cash advance for travel expenses for a University team or group traveling for an official University activity should consult the Cash Advance for Team and Group Travel Policy.

B. Guidelines

1. The University President, or designee, is authorized to advance funds to employees traveling on behalf of the State. Funds may be advanced for anticipated subsistence (meals and lodging), as well as for mileage and other transportation costs which are reimbursable under the State of Georgia, University System of Georgia and University of West Georgia travel regulations.
2. Cash advances are limited and available only to an employee whose current annual salary is \$50,000 or less. Travel advances are available to an employee, regardless of salary level, for international travel.
3. 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. Cash advances should not be issued for amounts less than \$200.
4. 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. If a trip or event is cancelled or postponed for more than two (2) weeks, any advance(s) must be returned and reconciled within two (2) business days from notice of cancellation or postponement.
5. Employees must reconcile (submit receipts) or return unused travel advance funds within 10 business days from the final date of travel.

C. Restrictions

1. Failure to return unspent funds or reconcile a travel advance within the designated time period may result in the loss of eligibility to receive future advances.
2. A traveler must reconcile an outstanding cash advance before a new one will be issued except when another trip begins within five (5) working days of the previous trip.
3. Employees may request an advance for their expenses only and the cash advance must be in the employee's name. An employee may not request an advance on behalf of another employee. If multiple employees are traveling, each employee should request their own travel advance.

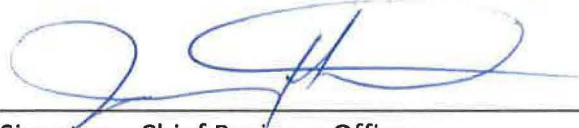
D. Procedure

1. 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 also submit an itinerary for the trip.
2. The Travel Cash Advance Package (Approved Travel Authorization, itinerary, supporting documents and Cash Advance Authorization) must be received in the Office of the Controller no less than 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 and other information. Upon review by the Office of the Controller, the form will be submitted to the University President or designee for final approval.
3. 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.
4. 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 online expense report is submitted. Any funds expended in excess of the cash advance will be reimbursed to the employee once the online expense report is processed.

E. Forms

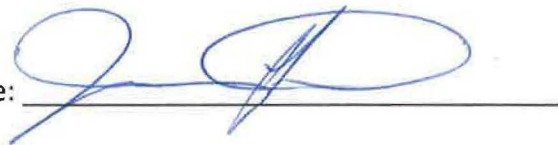
[UWG Cash Advance Authorization Form](#)
[UWG Travel Authorization-Employees](#)

Issued by the Chief Business Officer, the 5th day of April, 2016.



Signature, Chief Business Officer

Reviewed by Vice President of Business and Finance: _____



Previous version dated: "Cash Advances", Guideline #BFCNAS-01