



UNIVERSITY OF
WEST GEORGIA

Last	N/A
Approved	
Effective	N/A
Next Review	N/A

Area	Finance (Procedures)
Chief Or Responsible Office	Travel

Cash Advances

Authority for Procedure granted by [UWG PL #3004, Travel Reimbursement](#)

A. Background

The University of West Georgia (UWG) , in accordance with the State of Georgia ~~Statewide Travel Regulations and OCGA 45-7-25 and 45-7-26~~[Statewide Travel Regulations and O.C.G.A. § 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

The University President or their 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 mileage and other transportation costs, which are reimbursable under the State of Georgia, University System of Georgia (USG), and UWG travel regulations.

C. Employee Travel

- ~~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 mileage and other transportation costs which are reimbursable under the State of Georgia, University System of Georgia and UWG travel regulations.~~
- Cash advances are limited and available only to ~~employees~~[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.
- The amount of the cash advance will be determined based on the estimated travel cost and trip duration. ~~The federal meal and lodging per diem rate will~~[Cash advances should not be used as an estimate to determine the amount of the cash advance for these expenses in the absence of documentation corroborating](#)[issued for](#) amounts ~~greater~~[less](#) ~~than the federal per~~

~~diem. Cash advances should not be issued for amounts less than \$100.~~

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 canceled 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.

D. Team and Group Travel

UWG authorizes the payment of travel advances to employees of the institution for the purpose of fulfilling the travel needs of a group or team. Employees may request an advance for a team or group's expenses; however, the employee should follow the Employee Travel guidelines (section A) for guidance on obtaining an advance for the employee's own travel expenses.

Note: *Teams/Groups are considered non-employees for the purposes of this procedure.*

1. **The amount of the cash advance will be 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 (P-Card) be utilized for the student portion of the team or group travel. **Employee expenses are not allowed to be charged to the State of Georgia P-Card and will be considered a violation of the P-Card guidelines.**
2. Cash advances will not be issued for amounts less than \$100. 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. 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.

E. Procedure

Employees must have the BOR_EX_CASH_ADV role to create, modify, or submit a cash advance. To obtain this role, complete the [Business Systems Security Request Form](#) (available on the Office of the Controller WorkWest website) and submit it to psworkflowupdates@westga.edu. Travel Services will review the form and forward it to Information Technology Services (ITS) to grant access.

Please note: *Employees are encouraged to complete this one-time action well in advance if the employee*

plans or wishes to request a cash advance in the future, as processing may take several days.

1. **The employee requesting a cash advance should complete the Travel Cash Advance Authorization Request form.** The authorization form must be signed by the employee requesting the advance and approved by the employee's immediate supervisor and/or the individual with fiscal authority for the account.
2. **The employee must submit a Travel Cash Advance Package (i.e., itinerary, documentation for lodging facility including location and estimated amount, supporting documents, and Travel Cash Advance Authorization Request form).** For team and group travel, also include a roster or list of students who will be participating in the travel. The completed Travel Cash Advance Package must be received by Travel Services (travel@westga.edu) **no less than seven (7) business days prior to the first day of travel for processing.**
3. **The cash advance request will be reviewed for the appropriateness of the amount and other information.** Upon review by the Office of Accounting, the request will be created within the PeopleSoft expense system to electronically route through the approval workflow for payment.
4. **The cash advance will be issued by Electronic Fund Transfer (EFT).** The Travel Cash Advance Authorization Request form must be signed by the employee acknowledging the request of the funds and the approver over the funds source (higher level than the traveler).
5. **Upon returning from the trip,** the employee must reconcile the cash advance using the online expense report. The employee must report all expenditures and turn in 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.

F. 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~~Travelers 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 only ~~request an advance~~ for their expenses ~~and the cash advance must~~or, when applicable, for team or group expenses. ~~Advances may not be issued in the employee's name. An employee may not request an advance~~requested on behalf of another employee. ~~If~~When multiple employees are traveling, each employee should submit their own travel advance request ~~their own travel advance~~.

G. 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 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 seven (7) 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 returning 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.

Forms

- [UWG Cash Advance Authorization Form](#)
- [UWG Travel Authorization-Employees](#)
- [Visit the Travel Services WorkWest website \(SSO required\) for Important Travel Forms](#)
 - [Travel Cash Advance Request](#)
- [Visit the Office of the Controller WorkWest website \(SSO required\)](#)
 - [Business Systems Security Request Form](#)

Approval Signatures

Step Description

Approver

Date