



SUB-TOPIC

ADVANCE OF MONIES

A cash advance may be requested and received by the absenting employee only for travel which is to be reimbursed by the University. The travel must involve an overnight stay. A cash advance may not be authorized for employees engaging in travel which is reimbursed by a non-state agency.

The amount of the requested cash advance should accurately reflect the anticipated expenses based upon authorized transportation and per diem rates. If the request is not within line of such allowable rates, it may not be approved.

The minimum cash advance that will be honored is \$100.00 due to the cost of processing paperwork. The maximum allowable cash advance will be determined on an individual basis through the Office of the Vice President for Business Affairs.

A Voucher/Promissory Note form (Exhibit B3), which is available from Central Stores, must also be completed by the absenting employee and submitted with the Travel Authorization form (Exhibit B1) before a cash advance will be granted. A cash advance will not be authorized for employees possessing U.T. Dallas Bank of America Commercial (Travel) Cards. The form for applying for the travel card can be obtained from the Travel Coordinator in the Procurement Management Office.

If a cash advance is authorized, it is the traveler's sole responsibility to submit a Travel Voucher for the associated trip to Procurement Management within thirty (30) days after the date of completion of travel. No additional travel advances will be given to an employee until a Travel Voucher covering the outstanding advance has been submitted and processed and the first cash advance has been repaid.