Cash Advances

1. A travel cash advance may only be requested on the Pre-Approval Report prior to submitting for approval.
2. Be sure to allow time for approval. Advance check will be issued no more than two weeks prior to the traveler’s departure date.
3. Expenses not covered by a purchasing card, 90% of the estimated expenses may be advanced to the traveler.
4. The estimated advance request must exceed 100.00.
5. If expenses are incurred prior to the scheduled trip, an expense report can be created if receipts are provided.
6. Only one travel advance request per trip.
7. The Travel Advance charge is posted to the travelers E-Wallet on Chrome River. Once the Expense Report has been submitted, any advance portions that exceed the expenses will be posted to the traveler’s personal account for repayment to the University.
8. Use of the advanced funds for any purpose other than for legally reimbursable expenses constitutes misappropriation of UI funds.