Request a Travel Advance

Since cash advances are available for other, non-travel purposes, the term "travel advance" is used when referring to UA travel policies and procedures. Alternatively, the proper noun "Cash Advance" is used when referring to Concur processes.

Policies

Travel advances are available to travelers when needed. The advance is issued and reconciled through Concur using the Cash Advance capabilities. Cash Advance approvals follow the travel advance policies set forth by the regulations under R05.02.060(14):

1. Concur is configured so the Cash Advance does not exceed 80% of the approved out-of-pocket expenses (ground transportation, per diem, etc.)
    a. Excludes expenses typically paid directly by UA: airfare, lodging, and car rental
    b. Contact the campus travel office if need a travel advance more than this configured amount
2. Travel advances are only approved in special circumstances and when absolutely necessary
3. All travelers should use Concur or CTM to book their flights
4. CTM can use the agency card or department travel coordinator can use a ProCard with approved waiver or purchase order to pay for lodging
5. Employees should use their travel card to pay for registration, lodging, meals, transportation, and incidentals

Due to the timeline for approving and issuing a travel advance, travelers are advised to make the request no less than 10 business days prior to the trip start date. The more advanced notice provided, the more feasible that the traveler receives their advance before trip commencement.

Note: Contact the Cash Advance Admin directly if the travel advance is not included on the Request.

Requesting a Travel Advance

1. User Admin must activate Cash Advance for the user; otherwise, Cash Advance is not an available field on the Request
    a. Since non-employee students and guests are the most common recipients of travel advances, Cash Advance is enabled with their manual profile creation
    b. Cash Advance is not activated for employees (including students with an employment relationship) until the User Admin receives a request for activation including cash withdrawals on the travel card
2. Once activated, the Request includes "Add Cash Advance" in the Request Details drop-down menu
3. Enter the amount requested
    a. Amount cannot exceed 80% of the out-of-pocket costs reported in Expected Expenses; contact the campus travel office if requesting more than this amount
    b. Comments help the Cash Advance Admin determine allowability of the requested advance

4. Submit Request
   a. Concur evaluates the Cash Advance according to the audit rule
   b. If needed, correct the amount requested or delete the Cash Advance and Submit Request to re-evaluate the audit flag
5. Cash Advance Admin receives notification from Concur once the Request is fully approved (including "Pending on-line Booking" status)
   a. Cash Advance Admin only receives notification via the Cash Advance field, a comment on the Request does not trigger any action
   b. If Cash Advance is excluded from the Request, traveler or delegate must contact their Cash Advance Admin directly
6. Cash Advance Admin reviews the Request and either approves or declines the travel advance
   a. They may contact the traveler or delegate for additional information
   b. They can approve the travel advance at a lower amount than requested
   c. When applicable, they post-date the issue date in Concur, so payment is not received too far in advance of the trip start date
7. Once issued by the Cash Advance Admin, the advance is included in the nightly Concur extract which pulls the financial transactions from that day
   a. UA computer program runs the next morning to create an invoice in Banner and pay the Cash Advance
   b. Post-dated advances are post-dated in Banner
8. Systems Office issues travel advances either through direct deposit or physical check
   a. Direct deposits on travel payments generally take 2-3 business days to fully process through the banks (from the time payment is issued to the time the funds are available in the traveler's account)
   b. Physical checks are printed by and mailed from the traveler's campus as assigned in Concur
   c. Checks are mailed to the most recent AP, HR, or MA address in Banner (whichever is newest), not the address in Concur, unless the department asks the campus to hold the check for pickup
9. Users can view their Cash Advances by selecting "Cash Advances" from the Quick Task Bar on their homepage

The travel advance is paid from a campus general ledger account (0256) using the associated campus fund one. The traveler must reconcile the advance via a Report in Concur upon trip completion or cancellation. Once the Report is approved for payment, the advance is cleared from the general ledger.