I. Purpose

To explain policy and procedures regarding travel advances for official university travel.

II. Scope

Applies to all university departments and activities. However, not all university employees are eligible for travel advances, as noted below.

III. Policy

A. The university reimburses travel expenses in accordance with the regulations of the State of North Carolina Office of State Budget and Management (OSBM). In order that personal funds will not be required, the university offers American Express Corporate Credit cards (see UNCW Policy 05.183) and the UNCW Visa Travel Card to UNCW employees in lieu of travel advances. Travel advances are not provided to non-state employees. Travel advances will be issued for Team/Student Group travel only.

B. For Team/Student Group travel, advances may be obtained for authorized travel via a Chrome River Expense Report. Travel/Cash advances are limited to 90% of estimated meal per diem. Student groups can be advanced 100% of their meal per diem. Meals are the only item eligible to be included on the advance request. When using a student group meal advance, the employee being issued the advance must submit itemized receipts to account for the entire amount issued. All outstanding travel advances must be reconciled after returning from the trip. Any outstanding travel advances must also be resolved prior to an employee’s termination or separation from the University.

IV. Procedures
A. Requesting Travel Advances

1. Travel advances are requested for eligible university employees via a Chrome River Expense Report. A brief explanation for the requested advance should be entered in the Description section of the Travel/Cash Advance Expense Report in Chrome River. The explanation should conform to the situations listed in the policy statement where advances are permitted. (Example: team travel, etc.)

2. Chrome River Expense Reports for travel advances must be accompanied by a team/student group roster.

3. Travel Office must receive the Chrome River Expense Report at least one week prior to the date the travel advance check is requested.

B. Issuance of Travel/Cash Advances

Travel/Cash advance payments are direct deposited to the employee’s bank account on file. Travel/Cash advances will not be paid more than 10 working days in advance of the departure date.

C. Reimbursement

Any travel/cash advances issued must be specified and deducted from total travel costs on the Travel Expense Report when the trip is over. The reimbursement expense report should be submitted within 10 days following the travel but no more than 30 days from the return date of the trip. See UNCW Policy 05.182 for further instruction concerning reimbursement. All expenses paid for using the student group advance must have itemized receipts to submit with the travel expense report for reimbursement. Any excess advance must be promptly repaid by check made payable to UNCW.

D. Trip Cancellation or Delay

If the trip is cancelled, the travel advance must be repaid immediately by check made payable to UNCW. Enter an explanation in the comment section of the travel in Chrome River Expense Report.

E. Repayment by Check

All travel advance repayments must be made by check payable to UNCW. Checks should be hand delivered to the Travel Office located in Hoggard Hall Suite 145. Do not put checks in the interoffice mail.