

## **IU Travel Cash Advance Policy**

In prescribed circumstances, the university will provide a travel advance in the form of check or automatic bank deposit to travelers in order to minimize out-of-pocket expenses during the trip. A travel advance is not intended to pay/reimburse travel expenses in advance of a trip; therefore, IU prepayment programs must be used to prepay travel expenses whenever possible in advance of the trip.

Travel advances are allowable for the following:

- International travel
- Student group travel
- Student travelers without the financial means to fund the student's business travel

Every effort must be made to utilize Indiana University prepayment programs whenever possible to minimize the need for a travel advance.

For international travel, the advance amount is limited to 80% of the estimated per diem and lodging expense, or 80% of the trip limit as identified by the unit, or an amount established by the fiscal officer of the account being used to fund the trip; whichever is the least amount.

For student group travel and student travel, the advance amount is limited to 80% of the estimated travel expenses, the trip limit, or an amount established by the fiscal officer of the account being used to fund the trip; whichever is the least amount.

A trip budget must be submitted in the travel system along with the advance request to substantiate the advance amount.

A travel advance must be requested through the travel system no more than twenty-one (21) days prior to the trip begin date but no less than seven (7) days before the trip.

The traveler must comply with the specific advance guidelines, detailed in the cash advance certification message on the expense report, before a travel advance will be issued.

The travel advance must be reconciled and substantiated with applicable supporting receipts uploaded to the travel system within 60 days from the return date of the trip.

Any excess advance funds not used for the trip must be returned to the unit account within 60 days of the return of the trip.

All unsubstantiated and/or excess advance funds not returned to the unit account within 60 days of the return date of the trip will be payroll deducted from the employee's payroll, billed to the bursar account of the student traveler, or included in the traveler's income subject to tax withholding; whichever is applicable.