

## **TRAVEL ADVANCE**

*Refer to CSU Travel Procedures and Regulation G-001 (Effective January, 2016) for full version*

Student clubs and organizations may submit a travel advance disbursement request for an event off campus. Travel advances follow the same process as a disbursement request. Travel forms for each Cal Poly Pomona student attending the off-campus event must be filled in and submitted to Financial Services at least two weeks prior to the event before the travel advance disbursement request can be processed.

**Travel Advance D.R. Turned In:**  
Thursday by 5:00pm

**Available for Pick Up:**  
Following Thursday after 2:00pm

### **Requesting a Travel Advance**

1. Submit all necessary travel forms to Financial Services at least two weeks prior to the event. *(Refer to page 43 Travel Forms)*
  - a. A travel authorization number will be assigned to the travel. Keep record of this number as it will be needed when filling in the travel expense claim form.
2. Submit a disbursement request to Financial Services requesting a travel advance.

**A completed travel advance disbursement request includes:**

*(Refer to page 25 Disbursement Request)*

1. Your account name (club/organization name) and the account number. Include the date the D.R. was created.
  - a. If you do not know your account number, Financial Services can assist you.
2. Instructions on how to make out the disbursement check.
  - b. An address is required. **Travel advance checks can only be picked up, not mailed.**
3. A detailed description of the purpose of the cash advance. Include how much funds are needed, the date of the event and the items the cash advance check will be used for.
4. The signature of one authorized signer and the signature of your advisor. Include the contact information of the preparer and the position/title of the approver.

### **Returning a Travel Advance**

An Activity Report Envelope is given along with the travel advance check.

**A completed Activity Report Envelope contains:**

1. Original detailed receipts of all expenditures. Items purchased with cash advance must be listed on the receipts. Receipts must be individually taped to 8.5" x 11" blank paper.
2. Accounting for all expenditures written on the envelope.
  - a. Incidentals include parking fees
  - b. Advance cannot be used on personal items
3. Any travel advance excess.
4. Total detailed receipts and any cash excess must equal original amount of cash advance.
5. A completed travel expense claim form must be submitted even if no reimbursement is due. *(Refer to page 43 for the Travel Expense Claim form and page 52 on how to fill it in)*

Activity Report Envelopes must be properly submitted with all supporting documentation within 10 business days after the conclusion of the event.

### **Travel Advance Guidelines**

- A. Cash advances are for purchasing small items for an event. Multiple cash advances cannot be combined to pay for a large item. A separate disbursement request is used to request payment for large items.
- B. Cash advance disbursement requests may be submitted up to \$200 to an individual.
- C. Only one cash advance check can be outstanding at a time per individual.
- D. Original detailed receipts and accounting for all expenditures must be submitted along with any excess cash from the advance.
- E. Activity report envelopes must be properly submitted with all supporting documentation no later than 10 days after the event. If not submitted within the 10 days, the club/organization's account is on hold for cash and travel advances and will not be released until the activity report envelope is properly returned to Financial Services.
- F. No unauthorized purchases may be included in accounting of cash advance (personal items, side trips, etc.)
- G. The person in charge must complete and sign the activity report when returned to certify validity.
- H. The person who the cash advance check is made out to must make all expenditures. If a purchase is made by credit card, the name on the bank statement must match up to the name on the cash advance check.
- I. Repeated offenses may ban the organization from advances for the remainder of the year.

### **Limitations When Using Non-Agency Funds**

- A. When purchasing meals during travel, there is a limit per meal on how much the advance can be used for:
 

Breakfast	\$13
Lunch	\$15
Dinner	\$27

  - i. If travel is for a full day or more, allocations can be combined to reach a total meal limit of \$55 per day of travel.
  - ii. If travel is for a duration beyond one meal time, allocations in the amount of the two meals can be combined to be used as the total meal limit for the day.
- B. Food and non-alcoholic beverages to be consumed on campus must be purchased from food vendors on campus (BSC, Campus Marketplace, Kellogg West, etc.)