Using Your Cash Advance

Advice: All tickets/reservations should be purchased in advance of your departure on your P-Card if at all possible. Taking large amounts of cash to another country is inconvenient and unsafe and it makes it more difficult for you when completing your travel voucher.

In order to obtain a Cash Advance a Group Travel Request form must be filled out, signed and approved. Upon return from the program, payee is responsible for submitting a Travel Voucher of expenses and usage of Cash Advance within 20 working days. After 20 working days, the advance will be placed as taxable income on the payee’s payroll record. KEEP ALL RECEIPTS!! All receipts for all transaction are required with the Travel Voucher. Items without receipts are expected to be funded by payee.

When distributing to students for any reason, it is imperative that you have them sign a statement acknowledging that they have received the cash and what it was for such as lunch. You cannot be reimbursed for the amount if you do not do this.

After the trip, all excess money from Cash Advance must be deposited into the account from which it came.

Things to NEVER FORGET about using your Cash Advance

1. KEEP ALL RECEIPTS!!
2. SIGNED LISTS OF ALL ATTENDEES AT ALL MEALS!!
3. If you give cash to students have them sign stating that they received the money!!