
POLICY: TRAVEL ADVANCE POLICY

POLICY No. TR 260
EFFECTIVE: 08/19/2022

SECTION: ACCOUNTS PAYABLE
APPROVED: TARIQ MARJI

HISTORY:

I. Purpose:

This policy has been prepared as guidance in identifying legitimate Business Travel Advances related to carrying out necessary, authorized business of UAS. Authorized travelers may obtain travel advances within the limitations set forth below by submitting a Travel Authorization and Expense Report. UAS pays, or reimburses, for travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official UAS business. All expense reimbursements and business travel arrangements must comply with the UAS policies and procedures, as well as prudent accounting practices.

II. Scope:

This procedure applies to all UAS account holders, employees and any others requesting funds held by UAS.

III. Eligibility:

Eligibility to receive advances for travel is determined by: 1) Prior travel advance approval is cleared upon completion of the trip; 2) the employee's supervisor and authorized account signatories are acquired.

IV. Procedure:

A. Travel Form

The Travel Authorization and Expense Form are combined into a single form. Travel Explanation and Authorization (Section I) should be completed and submitted to UAS prior to travel if a travel advance is requested. Travel Expense Detail (Section II) must be completed and submitted after the travel has occurred.

B. Request for Travel Advance:

Prior To Travel:

1. The traveler is to obtain authorization to travel from the appropriate department head prior to travel. If an advance is not required, the form may be used and retained by the traveler until completion of the expense claim form (Section II). UAS does not require this form be submitted prior to travel if no funds have been paid in advance. If a travel advance is required, Section I of the Travel Authorization and Expense Form must be submitted to UAS. The form must be signed and approved by the proper department head before submission. Final UAS approval is required from Accounting Manager for travel advance requests up to \$3500 and from the Executive Director for request over \$3500. No Travel Advance will be processed without UAS final approval.
2. All Travel Advance requests need to be submitted in a reasonable time to UAS. Travel advance request must be made 60 to 90 days prior to date of travel.
3. Travel information must be completed with dates of travel, location, transportation method and detail on purpose of travel.

4. Personal advance requests of \$50 or less should be handled through UAS reimbursements check requests.

Subsequent to Travel:

5. The travel advance must be ***cleared within thirty (30) working days*** after the traveler's return from travel by completing Section II of Travel Authorization and Expense Form with all receipts attached, with the exception of per diem meals. Total actual expenses should be entered on the appropriate line. If a personal advance was received, this amount should be entered on the "Less Advance" section. The amount advanced should then be subtracted from the amount of total actual expenses.
6. If UAS owes the traveler funds, the traveler must get an authorized account signatory and UAS signatory to authorize reimbursement (this approval section is located in Section II of Travel Form. If the traveler owes UAS, he or she should attach a check made payable to "Cal State LA Auxiliary Services Inc." for the amount owed. The completed form along with original receipts (and check, if funds are owed to UAS) need to be submitted to A/P for reconciliation and processing.
7. The traveler and account signatory are responsible for the submission of original invoices or receipts to clear advances made payable to other travel related payees.

V. Miscellaneous

It is expected that individuals traveling on UAS business will take all steps to minimize risk to themselves and UAS. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage. Any altering of business-related travel for personal convenience is permitted as long as there is a proof of efficiency and no loss of productivity. This policy and the related procedures are to be reviewed and updated periodically by UAS. Exceptions to this policy must be approved by the UAS Executive Director.