

## Travel Cash Advance

**NOTE:** The website URL for **Workday reference guides** that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

### OVERVIEW

WSU may provide a travel cash advance to a traveler to help defray some reimbursable travel expenses which may be incurred while on official business.

In accordance with state policy, reimbursement for expenses incurred prior to the trip is not allowed, as such payment is considered an advance. Any traveler using personal resources while making travel arrangements must either meet the eligibility requirements for an advance or wait until after the trip to be reimbursed.

Tips to avoid financial hardship when making travel arrangements:

- Book directly with suppliers for lodging and rental cars to reduce the amount paid prior to the trip. (See also *BPPM* 95.06 and 95.12.)
- Use the following University charge card accounts for conference registration and airfare purchases to eliminate the need to use personal resources:
  - For conference registration, use the department purchasing card (see *BPPM* 70.08 and 95.01).
  - For business airfare, use either the department's Central Travel Account (CTA) (see *BPPM* 95.03) or a University travel card account issued to an individual (see *BPPM* 95.04).

**NOTE:** University travelers are to charge WSU business airfare to the department's CTA, whenever possible.

### Requirements

In order to be eligible for an advance the traveler must:

- Be a WSU employee;
- Be in travel status for no less than 15 days, and
- Have no outstanding advances in accounting.

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**Limitations**

A travel advance *may not* be considered as a loan to an employee. Also, a travel advance *must not* be:

- Issued for periods of more than 90 days;
- Issued more than 30 days prior to the trip start date;
- Used for expenses related to privately-owned vehicles (see *BPPM 95.11*); and/or
- Used for the purchase of commercial airfare (see *BPPM 95.03* and *95.04*).

**Amount of Advance**

Best practice is to avoid advancing the traveler more than they will spend. It is recommended that the advance amount be no more than the total per diem allowance for the number of days in travel status.

**Example**

Travel to Phoenix, AZ from 3/1/18 through 3/17/18

- Daily per diem allowance: \$174 (lodging) + \$59 (meals and incidentals) = \$233 (*Fig. 1*)
- Number of days in travel status: 16
- Total advance: (\$233 x 16) = \$3,728

October 2017 - September 2018 The following rates apply for Phoenix / Scottsdale, Arizona. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Phoenix / Scottsdale	Maricopa	\$124	\$124	\$124	\$174	\$174	\$174	\$133	\$133	\$93	\$93	\$93	\$124	\$59

**Figure 1**

**ISSUING AN ADVANCE**

**Department Responsibilities**

The department is responsible for:

- Determining the allowable amount to advance. (See [Amount of Advance](#).)
- Contacting Travel Services to request any exceptions to the travel advance policies (see Exceptions in *BPPM 95.01*).

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### **Dept. Responsibilities (cont.)**

Travel Services has the authority to deny any exception requests.

If the exception is approved, the department must use gift funds for the advance.

- Preparing and routing a Spend Authorization in Workday with the Cash Advance box checked. (See the Workday Create Spend Authorization reference guide for instructions.) The department must attach documentation regarding any approved exceptions to the Spend Authorization.
- Gathering the electronic signatures in Workday of the:
  - Employee;
  - Employee's manager; and
  - Financial manager who is authorized to approve travel for the applicable worktags (e.g., cost center, project, program, gift, grant).

NOTE: Any other required approvals must be obtained outside of Workday, on printed copies of the Spend Authorization, which are then attached to the Spend Authorization in Workday.

- Submitting the Spend Authorization in Workday to Travel Services at least 10 business days prior to the trip start date to allow for processing time.

### **Guarantee for Advance of Funds to Nonemployee Student**

University policy limits cash or travel advances to faculty and staff employees only. The responsible dean or director may request an exception to the Travel Advance policy to advance funds to a nonemployee student.

The dean or director must inform the recipient of University policies and procedures regarding travel advances.

To ensure payment to the University in the event the recipient defaults in accounting for and/or returning the funds, the dean or director completes and signs a Guarantee for Advance of Funds to Nonemployee Student certification form. The dean or director enters the applicable worktags of the gift account that is to support any outstanding balance of funds.

The dean or director must attach the certification form to the Spend Authorization in Workday.