NUMBER: 1200
SUBJECT: TRAVEL ADVANCE
AUTHORIZING BODY: VICE PRESIDENT FOR FINANCE & ADMINISTRATION
RESPONSIBLE OFFICE: CONTROLLER'S OFFICE
DATE ISSUED: MAY 1975
LAST UPDATE: NOVEMBER 2000

RATIONALE: Employees may obtain cash advances for travel costs that are eligible for reimbursement by the University.

POLICY: The advance may not exceed the amount of anticipated reimbursement of expenses to be incurred after the advance is obtained.

OBTAINING THE ADVANCE

To obtain the advance:

1. The employee’s fund signatory must send an email to advance@Oakland.edu to authorize a travel advance. The email must contain the following information:

   Subject: Traveler Name (Last name, First name)
   Travel Destination/Purpose
   Dates of Travel
   Fund to be Charged
   Amount of Advance

2. The employee traveling must obtain, complete and sign a Travel Advance Acceptance and Repayment Agreement and submit it to the Accounts Payable Department for approval. The form can be obtained in the Accounts Payable Department. (See Appendix).

3. The employee traveling must submit the approved Travel Advance Acceptance and Repayment Agreement to the University Cashier.

Employees may not obtain an advance earlier than one week before the date of the trip.

The minimum advance amount is $100.
If the advance will exceed $500, the cashier must be given a three business day advance notice.

The University will not grant an advance to an employee who has an outstanding advance from a previous trip.

When a trip is canceled or postponed, the employee must repay the travel advance immediately. If the trip is rescheduled, a new advance will be issued.

**REPAYMENT OF THE ADVANCE**

An advance is the employee's personal liability to the University. To account for the advance, the employee must submit an approved Travel Expense Summary itemizing the expenses within 15 days of return from the trip. (see Policy #1211) If the amount of the advance exceeds the amount of the voucher, the employee must pay the difference to the University Cashier.

A payroll deduction will be processed to recover advances from employees when they have not been properly accounted for by the due date indicted on the Travel Advance Acceptance and Repayment Agreement. If a payroll deduction is necessary to recover an outstanding travel advance for a University employee, that employee may be ineligible to obtain advances in the future.
APPENDIX

OAKLAND UNIVERSITY

TRAVEL ADVANCE ACCEPTANCE AND REPAYMENT AGREEMENT

DATE ______________________

I ________________________________ promise to pay Oakland University the sum
of ($___________________) ________________________________ which has been
advanced to me for the following travel:

________________________________________

I agree to repay this advance in full to the Oakland University Business Office cashier prior
to the due date of ________________________. Should this advance, or any portion of it,
remain unpaid beyond the due date, I hereby agree that the University may recover the
amount outstanding by payroll deduction from one or more of my salary payments to be
received subsequent to the due date. I further consent to each deduction necessary to
repay the amount owed.

Date of Expected Return: _________________________

Signed: _______________________________________

Department: ____________________________________

Return to Table of Contents