



University of Pittsburgh Travel Advance Policy Committee Charter

I. Preamble

This body is called the Travel Advance Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of reviewing and proposing revisions to the University Policy FN 27 (formerly 05-07-03), Travel Advance, as well as documents that will support its implementation. The revised Policy will define the methods for requesting and reporting travel advance expenses.

III. Background

This Policy governs any individual traveling on behalf of the University, who cannot use the University Travel Card because the destination does not accept the Travel Card for payment or the Travel Card cannot be used because the trip includes extended global travel. It now requires a comprehensive update to ensure it accurately reflects the University's practices and division of responsibilities, which have evolved since this Policy last underwent a comprehensive review. For instance, this update will document the process for travelers to account for travel advance expenses and unexpended travel advances in a procedure that is expected to impact the requirements in the policy.

IV. Scope and Authority

The Committee will recommend a revised Travel Advance Policy, and supporting documents, which will replace the current University Policy found at FN 27. In doing so, the Committee's deliberations must address the following topics:

- Financial Impact. Examine any additional increase in costs or potential cost savings associated with any proposed policy changes.
- Compliance. Address specific compliance requirements associated with reporting and managing travel advances.

- Clarity. Consider users of the Policy and the use of terms so that the Policy and supporting documents are clear and concise.
- Process Changes. Include changes to the authorization and processing of travel advances by the University in the policy and supporting documents.
- Alignment. Ensure that the proposed Policy aligns with related Policies, such as University Policy FN 26 (formerly 05-07-04, Travel Card, and University Policy FN 28 (formerly 05-07-01), University Travel, Business Entertainment, Honoria, and Miscellaneous Reimbursable Expenses.

V. Responsibilities

As provided above, the Committee is created to propose a revised Policy for travel advances. To perform this function, the Committee has the responsibility to:

- Review the current University Policy FN 27, University Travel Advance;
- Research and discuss best practices for managing Travel Advances;
- Incorporate or address applicable federal and state requirements in the proposed policy and procedure;
- In accordance with the terms of this Charter, discuss proposals with interested stakeholders in the University community, including the Office of Human Resources, the Payroll Department, and Pitt Information Technology (Pitt IT);
- Recommend a draft policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Stephanie Ford-Jones**, Manager Payment Processing and Compliance. The Committee will include the following members:

1. **Tyler Bickford**, Associate Professor of English and Co-Chair of the Budget Policies Committee
2. **Bryce Lynn**, Deputy Director of operations, UCIS
3. **Elizabeth Lanzy**, Operations Supervisor, Payment Processing and Compliance

4. **Lynn Lantz**, Dietrich School of Arts and Sciences
5. **Ryan Varley**, Associate Athletic Director of Business Services
6. **Pam Rikstad**, Administrative Manager, Engineering

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Policy on Travel Advances, which will replace Policy FN 27, University Travel Advance, will be submitted to the SVC/CFO no later than the Spring Term 2021. The SVC/CFO may ask for interim status reports.

After the SVC/CFO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- University Senate's Budget Policies Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Travel Advances, unless otherwise directed by the Chancellor.