



# University of Pittsburgh Policy

## University Travel Advance

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Section: Business Expenses  
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Policy Number: FN 27 (formerly 05-07-03)  
Effective Date: March 1, 2017  
Responsible University Officer:

- Senior Vice Chancellor and Chief Financial Officer

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## POLICY STATEMENT

This policy is to define the methods for requesting and reporting travel advance expenses.

### Requests

University-paid travel cards (see policy 05-07-04) provide the most convenient and safest way to pay for travel expenses. However, travel advances are available by exception or when the traveler is in an area of the world where the Travel Card is not accepted or for extended global travel. For safety reasons, the traveler should carry as little cash as possible. The traveler may not have any outstanding prior travel advances at the time of issue.

### Approvals

Travel advances must be approved by the administrator who has the authority to approve the individual's request for expense reimbursement.

### Payment

- Is paid to traveler by check, direct deposit, or ATM withdrawal using the TravelCard.
- Funding can be split between a sponsored project and other accounts.
- Will not be disbursed more than ten (10) working days prior to the intended departure date.
- Will not be issued to an individual if a previous advance is outstanding.
- Should be supported by an expense report submitted within 30 days of return from travel and before fiscal year end to be recorded in the proper fiscal year.



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### Accounting for Business Use

Employees using travel advances must submit an expense report and return unused funds to the Payment Processing Department within thirty (30) days of return from travel.

- Travelers may have the amount reported as income per IRS regulation 1.162-2(c) if:
  - any travel advance checks are cashed but not supported by an expense report; or
  - unused funds have not been returned to the University.
- Reimbursement of unused travel expenses must be by personal check or money order. Cash is not accepted.
  - Checks and money orders must be mailed to the Payment Processing Department at 116 Atwood St. Pittsburgh, PA 15260 (or Campus Address: ATWOD-200).

### Exceptions

Exceptions to this policy require approval and move upward through each level of the traveler's reporting hierarchy until approved by the following:

- Officers of the University
- Vice Chancellor, or higher
- Dean or Academic Director
- Responsibility Center Head

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### WHO SHOULD READ THIS POLICY

All University Responsibility Centers and regional campuses.

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### KEY STAKEHOLDERS

- Department travelers and administrators
  - Office of the Chief Financial Officer
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### RESPONSIBILITIES

#### Traveler

- Obtain receipts to support travel expenses as needed.
- Submit an expense report within thirty (30) days of return from travel. Unsubstantiated travel advances may be considered taxable income to the travel advance recipient by the Internal Revenue Service.
- Return any unused portion of the travel advance to Payment Processing.

#### Traveler's Supervisor or Department Administrator

- Review and approve travel advance request.
- Validate the explanation of business expense and account distribution of the travel advance.



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## Department

- Verify that travel advances are supported with expense reports within thirty (30) days of return from travel.
- Travel expenses not supported with an expense report at the end of the fiscal year will be charged to the next fiscal year budget.

## Payment Processing Department

- Process travel advance within 10 business days of travel departure.
- Verify there are no outstanding travel advances for new travel advance requests.

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## CONTACTS

All inquiries related to Travel Advances are to be made at [PantherExpress Customer Service](#).

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## RELATED UNIVERSITY POLICIES

### Policies

Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses	05-07-01
Travel Card	05-07-04

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## HISTORY

Updated 1/10/17 SFJ

Updated 8/12/16

Updated: 8/12/16

Updated: 5/1/2016