



University of Pittsburgh
University Travel Cash Advances
Policy FN 27

Implementing Executive: Senior Vice Chancellor and Chief Financial Officer
Responsible Unit: Payment Processing and Compliance
Category: Financial
Effective Date: June 1, 2023

I. Purpose

This Policy provides the responsibilities and requirements for all faculty and staff to request, receive, and report Travel Cash Advances, as defined below.

II. Scope

This Policy applies to faculty¹ and staff who wish to make a request and receive a Travel Cash Advance, as part of their authorized travel on behalf of the University. It specifically supports situations where a faculty or staff member is unable to use a payment card to pay for a University expense.

III. Definitions

- A. Travel Cash Advance – a cash payment made to an employee before traveling to facilitate payment of travel expenses when a University Payment Card cannot be used.
- B. University Payment Card – a University billed and paid credit card that is used to pay for travel expenses.

IV. Policy

The University recognizes that using credit cards is not always possible when traveling. Travel Cash Advances are meant to pay for travel expenses when the University's Payment Card is not accepted. The cash is distributed to the traveler at an ATM using the traveler's University Payment Card.

¹ Bargaining Unit Faculty Members are currently excluded from this Policy, pending collective bargaining negotiations with the Faculty Union. The previous version of [Policy FN 27](#) will continue to apply to those Faculty Members until further notice.

A. Eligibility

Travel Cash Advances are only provided when the traveler is in a location where the University Payment Card is not accepted and the traveler does not have any outstanding Travel Cash Advances. An outstanding Travel Cash Advance is one where the expense report detailing the travel expenses paid with the cash withdrawn is not complete and any unspent cash is not returned to the University.

B. Requirements for requesting and obtaining Travel Cash Advances.

Below are the requirements that must be met to request and receive a Travel Cash Advance as well as report associated expenses:

1. Travel Cash Advance requests must be made on a OneCard Change Request form and be approved by the traveler's Supervisor. Please refer to [Purchase, Pay and Travel website](#) for a copy of this form.
2. If approved, the traveler will withdraw cash from an ATM using their OneCard. The cash withdrawal is to be supported by a receipt from the bank or ATM and is to be reported on the expense report with receipts supporting the expenses paid for with the cash.
3. If the individual requires a travel cash advance, but has outstanding Travel Cash Advances, additional approval will be required by a higher level of their department as provided in Concur.

C. Submitting Expense reports and returning unused funds:

Expense reports must be submitted as documented in University Policy FN 28, as amended. Unused cash must be returned as soon as possible to settle the Travel Cash Advance. If unused cash is not returned within 120 days from the end of travel to Payment Processing Department at 200 South Craig Street Pittsburgh, PA 15260 (campus address 210 Craig), The University may include unsettled Travel Cash Advances as taxable income for the traveler as required by Internal Revenue Service regulations.

Once the expense report is approved and unspent cash is returned, the Travel Cash Advance is considered settled.

Travel Cash Advances not settled by the end of the Fiscal Year will be charged to the next year's budget.

V. Noncompliance

Faculty and staff who do not comply with this Policy may be subject to loss of access to Travel Cash Advances, the use of their OneCard, and other measures as appropriate.

VI. Contact Information

This section provides the most appropriate contact information for those seeking information on interpreting the policy.

This Policy is posted under Financial Policies on the Office of Policy Development & Management's website and can be found at: <https://www.policy.pitt.edu/>.

For specific questions related to the Policy, please contact Panther Express Customer Service at: 412-624-3578.

VII. Related Authorities and Policies

[Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses FN 28](#)

[Travel Card FN 26](#)

Other

Taxability of reimbursements in excess of expenses - [26 CFR § 1.162-17](#)