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## University of Pittsburgh University Travel Advances

**Implementing Executive:** Senior Vice Chancellor and Chief Financial Officer  
**Responsible Unit:** Payment Processing and Compliance  
**Category:** Financial  
**Effective Date:** TBD

### I. Purpose

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

### II. Scope

This Policy applies to all faculty and staff who wish to make a request and receive a Travel 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 Advance – a 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

#### A. Eligibility

Travel Advances are only allowed when the traveler is in a location where the University Payment Card is not accepted and the traveler does not have any outstanding Travel Advance

payments (i.e., all expense reports associated with Travel Advance from prior travel have been submitted and all unspent money from prior Travel Advance issuances have been returned).

#### B. Requirements for requesting and reporting Travel Advances.

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

1. Travel Advance requests must be made through Concur. Please refer to [Purchase, Pay and Travel website](#) for instructions on using Concur to submit this request.
2. Requests must be approved by the Department Administrator as established in Concur.
3. If approved, the traveler must acknowledge that Travel Advances must be reconciled within 30 days of return from travel.
4. After travel, the traveler must submit an expense report itemizing the expenses covered by the Travel Advance and providing receipts for expenses as required in University Policy [FN 28](#). That expense report and supporting documentation must be submitted through Concur within 30 days of return from travel. Travelers should be aware that unreported expenses and unused funds from Travel Advances may be considered taxable income by the Internal Revenue Service.
5. Travel expenses not supported with an expense report at the end of the fiscal year will be charged to the next fiscal year budget.
6. Any unspent money provided as part of the Travel Advance must be returned to the University within 120 days of return from travel. That unspent money must be returned by check or money order to:

Payment Processing Department at 200 South Craig Street Pittsburgh, PA 15260  
(campus address 207P Craig).

#### C. Payment of Travel Advances to Travelers

Payment Processing and Compliance will distribute an authorized Travel Advance by direct deposit, unless otherwise requested by the traveler and approved by Payment Processing. Those disbursements will not be made more than ten (10) working days prior to the intended departure date.

#### D. Exceptions

Exceptions to this policy require the travel advance approval move upward through each level of the Traveler's reporting hierarchy as established in Concur.

## V. Noncompliance

Faculty and staff who do not comply with this Policy may be subject to loss of access to additional Travel Advances or other measures as appropriate. The University will include unreported expenses and unused funds from travel advances as taxable income for the traveler as required by Internal Revenue Service regulations.

## VI. Contact Information

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

Subject	Contact	Phone	Website
Travel Advance Requests	Panther Express Customer Service	412-624-3578	<a href="https://www.ppt.pitt.edu/payments-taxes/payment-methods/travel-advances">https://www.ppt.pitt.edu/payments-taxes/payment-methods/travel-advances</a>

## 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](#)

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