



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice President for
Business Affairs**

Policy No: AP-BA-16.2
TITLE: Travel Expense
Reimbursement, Travel
and Non-Travel Advance
Authorization and
Settlement
EFFECTIVE DATE: April 4, 2014
CANCELLATION:
REVIEW DATE: Spring 2016

PURPOSE

To establish standard procedures for travel expense reimbursement and for the granting and settlement of travel advances and other non-travel advances.

AUTHORITY

*Division of Administration Policy and Procedure Memorandum 49 (State General Travel Regulations).
Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.*

DEFINITIONS

1. **Travel Advance** - University funds provided by direct deposit to a faculty or staff member's checking account prior to travel for authorized travel expenses. General use of travel advances by the University ceased July 1, 1988 by State mandate. There are some exceptions to the travel advance prohibition listed later within this AP.
2. **Travel Reimbursement Voucher** – Accounts Payable form used by UNO employees to list travel expenses and request reimbursement. An electronic version of the Travel Reimbursement Voucher is available on SharePoint under Forms>Accounts Payable.
3. **Due Date** - Date by which a traveler must settle their travel reimbursement voucher with the University. Generally, this is thirty calendar days after the completion of the trip.
4. **Non-Travel Advances** - Cash advanced for other University approved expenditures such as program advances for international programs and psychology research participants.

GENERAL POLICY

Policies and procedures governing State travel are to be found in the State publication [Louisiana Travel Guide/PPM 49](#), which is updated annually.

Requests for reimbursement of travel expenses must be filed within thirty calendar days after completion of a trip, whether or not an advance has been drawn.

The University issues a State of Louisiana Bank of America Visa, State Liability Travel Card, for University business related travel. There is no annual fee for this card. Applications may be obtained from the Accounts Payable Department. University employees must receive training on the use of the card prior to a card being issued to the employee. Training may be requested from the Coordinator of Card Services in the Accounts Payable Department. Persons traveling on official University business will provide themselves with sufficient funds for all routine travel expenses that cannot be covered by the State Liability Travel Card.

The University may grant exemptions to the travel advance prohibition based upon the following criteria. The University will advance estimated travel expenses to be incurred on University business travel only if one of the following criteria are met. Requests for exemptions must be submitted first to the Department Head, and then to the Accounts Payable Department.

- a. Employees whose salary is less than \$30,000 per year.
- b. State employees who accompany and/or are responsible for students or athletes for group travel advance. Note: In this case and in regards to meals, where there is group travel advancements, a roster with signatures of each group member along with the amount of funds received by each group member may be substituted for individual receipts. (This exception does not apply when given for only an individual's travel which is over a group.
- c. State employees who accompany and/or are responsible for client travel.
- d. New employee who has not had the time to apply for and receive the state's corporate travel card.
- e. Employees traveling for extended periods, defined as a period exceeding 30 or more consecutive days.
- f. Employees traveling to remote destinations in foreign countries, such as jungles, of Peru or Bolivia.
- g. Lodging purchase, if hotel(s) will not allow direct bill or charges to agency's CBA and whose salary is less than \$30,000/year.
- h. Registration for seminars, conferences, and conventions.
Any ticket booked by a traveler thirty days or more in advance, and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipts are required for reimbursement.
- i. Employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures and whose salary is less than \$30,000/year.

Travel advances may not be drawn more than ten days before departure. Conference registration fees may be paid in advance through the Purchasing Department or with a standard University Check Request through the Accounts Payable Department early enough to allow for registration deadlines.

An [Authorization to Travel form](#) must be completed before an employee can request a travel advance. Then the employee must sign the [University's Travel Advance Request Form](#) for submission to and approval by the traveler's dean or director responsible for the department's travel budget. Employee advances are paid via ACH deposit to the same account to which the employee's payroll is deposited.

The recipient of an advance will be personally responsible for settlement no later than the fifteenth day of the month following the completion of a trip. Cash Advances must have an original receipt to support all expenditures, including meals. If settlement is not made by the due date, the University will deduct the amount that is due from the employee's pay.

PROCEDURE

Travel Advance Request

1. After receiving authorization to travel, the faculty or staff member (traveler) completes the Travel Advance Request Form and, presents the form to his/her Department Head and Dean for approval.
2. The traveler then submits the Advance to the Assistant Vice President for Business Affairs – Accounting and Procurement for approval.
3. Once approved, it goes to the Accounts Payable Department for processing.
4. The related Travel Expense Voucher should be received in the Accounts Payable Department no later than fifteenth day of the month following the completion of the trip, together with any settlement due on the advance. Please note that if no advance has been drawn, the traveler should submit their voucher within thirty days upon completion of the trip.
5. If the advance is not settled by the due date, the Accounts Payable Department will send a reminder notice to the traveler. If no response is received within five working days, the Accounts Payable Department will send a second reminder notice to the appropriate dean or director. If the traveler does not respond within five working days of the second notice, the Accounts Payable Department will refer the advance to the Accounts Receivable Manager, who will continue collection efforts. If these efforts are still unsuccessful, the Accounts Receivable Manager will arrange for a deduction from the traveler's next paycheck in order to recover the advance. The Accounts Receivable Manager will send the traveler a notice confirming the payroll deduction.

Travel Advance Settlement

1. The traveler submits a completed Travel Expense Voucher listing expenses and the budget account numbers to be charged. The voucher must be signed by the Department Head and Dean. **ORIGINAL RECEIPTS MUST BE ATTACHED.** A Travel Voucher form for the appropriate fiscal year is available on the Accounts Payable Sharepoint site. This form is not routed automatically but must be printed and submitted with all receipts and a copy of the travel authorization.
2. The travel expense voucher should be submitted to the Accounts Payable Department for processing. Cash due the University by the traveler may be paid either in cash, check, or charge at the Bursar's Counter.

Non-Travel Advance

1. Obtain and complete the [Advance Request and Settlement Agreement](#) found at including approval from the Department Head and Sponsored Programs Accounting if necessary. The individual who is the "Recipient of Advance" will be the name used to set up the Accounts Receivable for the cash advance.
2. Prepare and attach a memo listing amounts and identifying object classes of anticipated expenditures.
3. Obtain approval for the advance from the Assistant Vice President for Business Affairs – Accounting and Procurement.

Non-Travel Advance Settlement

1. Complete the [Advance Clearance Form](#) with **ALL** original receipts attached. Submit the Advance Clearance Form to the Accounts Payable along with all supporting documentation. Department which must approve purchases and receipts before the advance is cleared.
2. Advances must be settled by the date shown on the advance receipt (within thirty calendar days of receipt of the advance).



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