



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of Vice President for
Business Affairs

Policy No: AP-BA-16.3
TITLE: Travel Expense
Reimbursement, Cash
Advance Authorization and
Settlement
EFFECTIVE DATE: April 4, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2026

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. **Cash 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. **Due Date** - Date by which a traveler must create an expense report in Workday within fifteen days after completion of the trip.
3. **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.

Expense Reports must be created in Workday within fifteen days after completion of a trip, whether or not a cash advance has been issued.

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 Program Administrator 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.

Cash Advances for travel shall only be made in extraordinary circumstances and any excess funds should be promptly repaid upon return. Cash advances meeting the exception requirement(s) listed below must have an original and itemized receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:

- a. Employees whose salary is less than \$30,000 per year.
- b. State travelers who accompany and/or are responsible for students or athletes for group travel. For 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.
- c. State employees who accompany and/or are responsible for client travel.
- d. Employees traveling for extended periods, defined as a period exceeding 30 or more consecutive days.
- e. Employees traveling to remote destinations in foreign countries.
- f. Registration for seminars, conferences, and conventions.

Cash advances may not be drawn more than ten days before departure.

In order to receive a cash advance, a spend authorization must be completed and approved in Workday. Cash 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 fifteen days 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

Cash Advance/Non-Travel Request

1. All faculty or staff (traveler) completes a spend authorization in Workday to be approved by his/her Department Head and Dean.
2. The spend authorization is reviewed and approved by the Business Manager, Business Affairs, Accounts Payable, Cost Center Manager, Provost and/or President of the University for approval.
3. Once approved, it goes to the Accounts Payable Department for processing. The cash advance will be released to the traveler via direct deposit 10 days prior to the start of the travel.

Cash Advance/Non-Travel Expense Report

1. The traveler submits an expense report in Workday listing expenses and the budget account numbers to be charged within fifteen days of the completion of the trip. **ORIGINAL RECEIPTS MUST BE TURNED INTO ACCOUNTS PAYABLE FOR ALL CBA AND TRAVEL CARD HOLDERS.**
2. Once processed by the Accounts Payable Department, any unused cash from the cash advance or unapproved travel expenses will need to be paid back to the University. The traveler will receive a Bursar form via email. This needs to be paid within five days of receipt of the email. The debt owed to the University by the traveler may be paid either by personal check, credit card, or money order in the Bursar's Office. If the unused cash is not paid back within five days, the amount owed will be deducted from the employee's next payroll check.



John W. Nicklow
President
University of New Orleans

**Policy Updates:*

*Revisions: 06/27/2023
07/20/2016*