

Travel Advance Quick Guide

| Common Questions | Answers |
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| Who can request an advance? | <ul style="list-style-type: none">• Employees or students traveling on University business who anticipate a need for cash for University related events or activities• For reasons other than travel, contact Accounts Payable at ap@wfu.edu |
| What expenses should NOT be covered by an advance request? | <ul style="list-style-type: none">• Any expenses that can be prepaid by wire, check or University Procurement Card• The total advance is less than \$200 |
| What is the lead time for an advance? | <ul style="list-style-type: none">• At least 10 business days prior to departure to obtain all required approvals |
| How do I submit an advance? | <ul style="list-style-type: none">• Send fully completed forms to Accounts Payable through interoffice mail |
| For international travel, does my International Travel Form need to be complete before I can receive an advance? | <ul style="list-style-type: none">• Yes |
| How quickly must an advance be cleared once I return from a trip? | <ul style="list-style-type: none">• 60 days from date the expense was incurred or 30 days from return of trip, whichever is later |
| For advances other than for travel, when should my clearing documentation be submitted? | <ul style="list-style-type: none">• Within 15 days after the completion of the reason the advance was requested |
| What documentation clears an advance? | <ul style="list-style-type: none">• For travel-related advances, a completed Travel and Entertainment Voucher• For non-travel-related advances, an invoice, Expenditure Voucher Form or other similar documentation |
| What should I do with funds that were not used but requested? | <ul style="list-style-type: none">• Any unused funds must be returned to the University by making a deposit at the Cashier's window in Reynolda Hall, room 107• The deposit should be made against Fund-111111 and account-11022. A copy of the receipt should be submitted to Accounts Payable with the clearing documentation |

Financial Services Quick Guide Library finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is it?

An advance is the request to use University funds before travel takes place. It can also be used in other situations, such as research participant payments.

Why it is Necessary

Sometimes employees and students need funds upfront before they can travel.

This quick guide is meant to assist the University faculty, staff and students in the submission of an advance form and the clearing documentation sent to AP.