



Vice President  
For Administrative Services

Memorandum

**To:** Vice Presidents  
**From:** Arnold B. Combe  
**Date:** May 28, 2003  
**Subject:** Approval of Travel Cash Advances

As I discussed in Cabinet Meeting last Wednesday, I have requested the Travel Department enforce the University's policy regarding cash advances. University policy 3-10 states "Under unusual circumstances, university funded travel advances may be obtained by submitting the request with a written explanation, signed by the cognizant vice president, supporting the request for the advance."

UPol 3-030(V)(D)  
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You may be receiving some of these requests. I would ask for your help with the following:

- Please verify that the cash advance is needed because of a truly "unusual circumstance." As you know, the University has contracted to provide two corporate credit cards that travelers can obtain to cover most travel costs. Incidental cash requirements can be reimbursed to the traveler shortly after his/her return and submission of the necessary paperwork. I have attached a list of situations we would consider unusual.
- Because the number of circumstances requiring a travel advance should be very limited, I don't expect you will need to spend an inordinate amount of time reviewing such requests. If you consider it necessary to delegate this function, I would request that you limit such authorization to one person and inform the Travel Department.

By limiting the number of travel advances only to unusual circumstances we can better manage our cash resources and ensure compliance with tax requirements.

Thanks for your cooperation and help.

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*Amie*  
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University of Utah  
201 South Presidents Circle, Room 209  
Salt Lake City, Utah 84112-9012  
Office Phone (801) 581-6404  
Fax Number: (801) 581-4972

## **Situations Where Travel Advances May Be Appropriate**

1. Students Traveling on University of Utah business.
2. Travel to destinations that are so remote that banking and other financial services are unavailable and an advance is the only practical alternative.
3. Travel to countries where credit card systems are non-existent, weak or present possible fraud and identity theft problems.
4. Group travel where activities are not always done together making it difficult to cover expenses with one credit card. Other alternatives should be identified whenever possible.
5. Circumstances where the traveler cannot qualify for a University of Utah credit card or a personal credit card.
6. Extended trips where incidental cash requirements for taxis, tips, laundry and other per diem expenses would cause a financial hardship for the traveler.