



# Handbook of Operating Procedures

**Section:**

**8.3.7**

Originally Approved:

09/08/95

Last Amended:

01/12/01

## TRAVEL ADVANCE FUNDS

### A. Purpose

It is the purpose of this document and the procedures and policies that follow, to provide a comprehensive explanation of the requirements for (1) obtaining authorization to be issued travel advance funds; (2) maintaining proper travel documentation; and (3) submitting travel receipts and a travel expenditure report upon completion of travel.

### B. Types of Travel Advances

There are two types of travel advance funds:

1. **Athletic Team Travel** - Advances made to the coach of an Athletic Team for the purpose of funding approved team travel to participate in conference competition, recruiting trips lasting more than ten days, team training, or a conference related event the team is required to attend.
2. **Faculty/Staff/Student Travel** - Advances made to University faculty, staff, and students for the purpose of funding approved official travel.

### C. Procedure Summary

#### Athletic Team Travel Advances

##### What To Do

1. Complete *Application for Official Travel* and route to Director of Athletics, Office of the Comptroller, and the Purchasing Department Travel Services Office.
2. Obtain approval for team travel advance by routing memorandum requesting advance to the Accounts

Payable travel clerk. The request for team travel advance must be approved by the Director of Athletics.

3. Call designated travel agency to make ALL travel arrangements (airline tickets, hotel, rental car, etc.). Where possible, arrangements should be made to have

##### When To Do It

- At least ten working days prior to trip or if excursion airfares are available, submit prior to excursion fare deadline.
- At least ten working days prior to the trip.

Same as #1



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hotel, rental cars, and other expenses billed directly to the University.

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| 4. Pay for all allowable expenses out of travel advance funds. Keep all receipts. A travel expense log should be kept to document expenditures and facilitate preparation of expenditure report. | During travel  |
| 5. Any remaining cash must be returned to the Payments & Collections Office.   | One working day after returning from the trip.         |
| 6. Prepare and submit <i>Travel Expenditure Report</i> to the Director of Athletics for review. Director of Athletics will forward report to the Associate Comptroller.                          | Within five working days after the completion of trip. |

### Faculty/Staff/Student Travel Advance

#### What To Do

1. Faculty and Staff must complete an *Application for Official Travel* and route it to the Department Head, Dean (if applicable), appropriate Vice President, Office of the Comptroller, and the Purchasing Department Travel Services Office.

For student travel, an *Authorization for Student Travel* and a *Release of Claims* form must be completed and submitted to the Office of Student Development.

2. Obtain approval for travel advance by routing memorandum (with copy of *Authorization for Student Travel* attached, if applicable) requesting advance to the Accounts Payable travel

#### When To Do It

At least ten working days prior to trip or if excursion airfares available, submit prior to excursion fare deadline.

At least ten working days prior to the trip.



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clerk. The request for travel advance must be approved by the Department Head, Dean, Vice President (if applicable), and the Vice President for Business Affairs.

- 3. Call designated travel agency to make ALL travel arrangements (airline tickets, hotel, rental car, etc.)
- 4. Pay for all allowable expenses out of travel advance funds. Keep all receipts. A travel expense log should be kept to document expenditures and facilitate preparation of expenditure report. During travel.
- 5. Any remaining cash must be returned to the Payments and Collections Office One working day after returning from trip.
- 6. Prepare and submit *Travel Expenditure Report* to Associate Comptroller, Office of the Comptroller for reconciliation of travel expenditures to travel advance. Within five working days after completion of trip.

### D. Detailed Travel Advance Procedure

#### Calculation of Travel Advance

1. Team Travel Advance	Calculation of travel advances shall be based on the Coach's estimate of the team's allowable actual expenses.
2. Faculty/Staff/Student	Calculation of travel advance shall be based on allowable travel advance per diem. multiplied times the number of days included in the Application for Official Travel. Allowable per diem can be obtained from the Accounts Payable travel clerk.



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### Request for Travel Advance

In order for a travel advance to be processed by the Accounts Payable Office, the following documents must be processed:

1. A completed *Application for Official Travel* or *Authorization for Student Travel* must be on file with the Accounts Payable travel clerk.
2. A memorandum requesting a travel advance must be submitted to the Accounts Payable travel clerk with the following information:

### **Team Travel Advance**

- a. Account to be charged
- b. Coach's worksheet (calculation of advance)
- c. Starting date of trip
- d. Ending date of trip
- e. Reason for advance
- f. Amount of advance
- g. Purpose of trip
- h. Director of Athletics approval

### **Faculty/Staff/Student Travel Advance**

- a. Account to be charged
- b. Starting date of trip
- c. Reason for advance
- e. Amount of advance
- f. Purpose of trip
- g. Dean's approval
- h. Vice President's approval (Academic, Student Affairs, or External Affairs)
- i. Vice President for Business Affairs' approval

### **Certification and Advance Acknowledgment**

Accounts Payable will process travel advance checks for release. The check will only be released to the person authorized to draw the travel advance. A *Certification and Travel Advance Acknowledgment* must be signed by the person authorized to draw the travel advance.

### Allowable Travel Expenses



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### Athletic Team Travel - Allowable Expenses

- a. All team travel advance funds shall be used in accordance with UTPA Travel Policy and Procedures as listed in the University *Handbook of Operating Procedures*.
- b. Team travel advance funds shall be used to pay for all actual team travel allowable expenses.
- c. Examples of team travel allowable expenses for coach(es) and team:

meal/snacks	reasonable laundry charges
taxi charges, bus fares, tolls	business telephone calls competition
related expenses	parking & toll charges

**Note:** Athletic Team Travel Advances are intended to offset the allowable costs associated with the team's reasonable expenses incurred while on official travel.

- d. Examples of non-allowable expenses for coach(es) and team:

Personal entertainment expenses	Personal telephone calls
Tips or gratuities	Valet parking
Alcoholic beverages	Personal laundry/dry cleaning
Expenses not related to University Business	Sky captain

- e. Ordinarily, Team Travel Advance Funds should not be used to pay for commercial airline tickets, rental vehicles or hotel rooms. Arrangements should be made through the designated travel agency to make reservations and have these expenditures direct-billed.

**Note:** Approved University travel does not make all expenses "business related" expenses.

### Faculty/Staff/Student Travel - Allowable Expenses

- a. Faculty/staff and students on official University business shall adhere to the travel policies and procedures in the *University Handbook of Operating Procedures* (Section 8.3.6).



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Allowable expenses shall be defined by the *Handbook of Operating Procedures* and the *State Comptroller's Travel Allowance Guide*.

- b. Unallowable Expenses shall be defined by the *University Handbook of Operating Procedures* (Section 8.3.5).

### Travel Expenditure Report

A *Travel Expenditure Report* must be delivered to the Associate Comptroller at the Office of the Comptroller within five working days after the last day of travel identified on the *Application for Official Travel*.

Original receipts and expenditure documentation must accompany the *Travel Expenditure Report*.

### Travel Expenditure Report Support Documentation

#### Travel Meal Roster

**General Overview:** The purpose of the *Travel Meal Roster* is to document the purchase of meals for individuals on official travel.

#### General Instructions:

1. Only individuals who have an approved *Application for Official Travel* or students listed on an *Authorization for Student Travel* form may participate in any meals purchased with University funds.
2. Each participant must date the roster and sign his/her name and provide his/her social security number.
3. The custodian of the travel advance funds should attempt to purchase meals in establishments that issue receipts documenting date of purchase, name of establishment, and an itemized listing of food purchased.
4. The travel advance funds should not be used to pay for tips or gratuity at restaurants. Personal funds should be used for this type of expenditure unless the vendor automatically charges a gratuity or tip.
5. University funds shall NOT be used to purchase alcoholic beverages.



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6. The custodian of the travel advance funds should attempt to ensure that all expenditures are kept at a reasonable amount.
7. A roster should be prepared for EVERY meal.

### Travel Meal Allowance Roster

**General Overview:** The purpose of the *Travel Meal Allowance Roster* is to document the disbursement of meal money to authorized individuals.

### General Instructions:

1. Only individuals who have an approved *Application for Official Travel* or students listed on an *Authorization for Student Travel* form may participate in any disbursement of meal money from travel advance funds.
2. Each participant must date the document and sign his/her name and provide his/her social security number. It is the responsibility of the custodian of the travel advance funds to ensure that this procedure is followed.
3. University funds shall NOT be used to purchase alcoholic beverages.
4. The custodian of the travel advance funds should attempt to ensure that all expenditures are kept a reasonable amount.
5. A *Travel Meal Allowance Roster* should be prepared for EVERY disbursement of travel advance funds.

### Miscellaneous Receipts

*Travel Expenditure Reports* should be submitted with original receipts attached. If not on the receipt, a brief description of the transaction should be noted on the back of the receipt identifying what was bought, where it was bought, and when it was bought.

### Suspension of Travel Advance Privileges

Individuals who do not comply with the Travel Advance Procedure will be suspended from drawing travel advance funds until the individual is in compliance with the procedure.

Management (the individual's immediate supervisor, the account manager whose account issued the travel advance, the individual's Dean (if applicable), the individual's Vice-



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President (if applicable), and the Vice President for Business Affairs will be notified when an individual is suspended from drawing travel advance funds.

### **E. Review**

This policy shall be reviewed every five years or as legislation requires by the Associate Vice President for Business Affairs/Comptroller.