Travel Cash Advance Process

- Unit staff completes a Request for Travel Authorization (RTA) for the trip.
- Unit staff completes the Travel Cash Advance Request Form, available at https://utexas.app.box.com/v/travel-cash-advance-request.
  - At least one justification must be checked.
  - The traveler must be appointed through the travel dates; it’s ok if the appointment is on the Dean’s default account.
  - Verify that the account has adequate funds.
  - The amounts in the budget section must add up to the total amount requested.
  - “Departmental Reviewer” is a business manager, executive assistant, or grants & contracts specialist.
  - “Person to notify when the check is ready” is the cash advance recipient, unless direct deposit payment issued.
  - “Departmental contact” is usually unit staff; it cannot be the traveler.
  - Include as attachments the authorization documents required by the form.
- Unit staff submits the completed form to an authorized account signer (GB1) for signature.
  - Digital and manual signatures are accepted.
- Unit staff submits the completed, signed form with appropriate attachments via PDF to COE-Finance@austin.utexas.edu.
- Dean’s Office staff works with unit staff to resolve any inconsistencies or missing information.
- Dean’s Office staff returns the approved form via email to unit staff.
- Unit staff submits the approved form on letterhead to the Office of Accounting Cash Advance Desk, who will coordinate the promissory note and check distribution.

See also the Handbook of Business Procedures 11.4 “Cash Advances for Travel”: https://financials.utexas.edu/hbp/part-11/4-cash-advance-for-travel.