Travel Cash Advance Process

- Unit staff completes a Request for Travel Authorization (RTA) for the trip.
  - 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 COEApprovals@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.