

Cash Advance for Travel

Employees traveling on University business should obtain a cash advance for minor travel expenses by using their corporate travel card at an Automated Teller Machine (ATM). With proper approval, students may obtain a cash advance for travel on University business.

Refer to the University's Business Policy – Travel 506 (<http://www.umsystem.edu/uminfo/bpm/506.htm>) for additional information.

Cash Advances via an Automated Teller Machine (ATM)

Who May Obtain -- Employees should obtain a corporate travel card in order to obtain cash advances for travel from an ATM. In certain circumstances, a cash advance may be appropriate.

Transaction Limits -- The corporate travel card vendor limits cash advances from ATMs to 10% of your credit limit in a billing period. This limit may be increased when there is a business need. The division fiscal officer should submit the request to the Travel Card Administrator, who will forward the request to the vendor. Most requests can be processed on a next day basis.

Processing the Transaction -- The advance and the associated fee(s) are charged to the individual's corporate travel card account. The University will reimburse approved expenses paid from cash advances, as well as any applicable transaction fees, when submitted on a travel form.

Repaying Corporate Travel Card Cash Advance -- The employee's card is billed for the amount of the cash advance and applicable fees. The employee is responsible for paying the vendor for all charges even if travel expenses have not been reimbursed by the University.

Cash Advances through the University

Employees -- In unusual circumstances, University employees may request approval by Accounting Services, 224 Administrative Center, for a cash advance without a corporate travel card.

Students -- While cash advances for travel are generally made to University employees only, advances for University students are permissible, if the following conditions are met:

- The student is currently enrolled
- The travel is for University business and will be reimbursed from University funds
- The advance is for minor travel expenses
- The expenses cannot be paid directly by the University
- The request is approved by the department chair, the dean or the division fiscal officer

Obtaining the Cash Advance – Obtain a cash advance, as follows:

1. Complete the “*Cash Advance Request*” and attach to the voucher.
2. Make the voucher payable to **UMKC Acct Svc – Expense Advance** (Vendor ID #0100117116) and use PS account 132500 and MoCode K0166 on the non-po voucher.

The screenshot shows a PDF form titled "UNIVERSITY OF MISSOURI NON-PO VOUCHER" displayed in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: https://fsprd.umssystem.edu/psreports/prd/59206/usap0316_71754.PDF. The form includes a header with the university name and title, followed by a table with vendor information and a signature line. Below this is a table of invoice details with columns for Invoice Number, Inv Date, Due Date, Pmt Terms, Freight, and Gross Amount. The final section is a table for Line 1 Distribution with columns for Account, Fund, Dept ID, Program, Class, Proj/Grt, GL Unit, and Distrib Amount.

Invoice Number	Inv Date	Due Date	Pmt Terms	Freight	Gross Amount
aranislandtheatre05	04/25/2005	04/25/2005	00000	0.00	1,000.00

Account	Fund	Dept ID	Program	Class	Proj/Grt	GL Unit	Distrib Amount
132500	0000	K0306012	K8709	0	00	KCITY	1,000.00

3. The individual obtaining the advance must sign the “*Cash Advance Request*” form and obtain approval from the department chair, the dean or the division fiscal officer.
4. Obtain approval from Accounting Services.
5. The traveler will take a copy of the approved forms to the Cashier’s Office and complete form UM 64 (Cash Advancement for Official Travel).

Note: Only the individual named on the approved form can pick up the cash advance. The person must show a valid University I.D. and sign as receiving cash in order to pick up a cash advance.

Repaying the Cash Advance -- Repayment must be made within 21 days after the trip is completed.

Submit a record of expenses with documentation on a [Travel Expense Form \(UM 11\)](#) and enter the non-po voucher into PeopleSoft prior to the date the advance is due. Since the advance was originally charged to the campus Cash Advance account, the record of expenses with the required documentation will be charged to your departmental account(s) on the repayment non-po voucher. Add detailed comments explaining this is to reimburse a prior cash advance.

There are three different scenarios for reimbursing the cash advance. Identify which scenario you fall under and follow the procedures.

Scenario #1: A cash advance of \$1,000.00 was provided for travel expenses and the traveler did not use the entire advance.

1. Create a voucher payable to **UMKC Acct Svc - Expense Advance** (Vendor ID #0100117116) and charge the amount spent to the department's expense account(s).

UNIVERSITY OF MISSOURI
NON-PO VOUCHER

Place Bar Code Number Here (For Accounting Use Only)	UMKC ACCOUNTING SVC EXPENSE ADVANCE 224 ADMIN CTR KANSAS CITY, MO 64110 USA	05/24/2005	Page 1 of 1
	I certify that this bill is correct and just and that payment therefor has not been received.		VENDOR'S SIGNATURE
	Voucher Number: 00200243		

Invoice Number	Inv Date	Due Date	Pmt Terms	Freight	Gross Amount
Cash Advance Reimb	05/01/2005	05/01/2005	00000	0.00	900.00

Line 1 cash advance reimbursement Line 1 1099 Code: 900.00

Account	Fund	Dept ID	Program	Class	Proj/Grt	GL Unit	Distrib Amount
721000	0090	K0301067	0	0	00	KCITY	900.00

2. Create a Cash Receipt Report (CRR) for the remaining funds that were not used and deposit to MoCode K0166 – PS Acct 132500. Please state on the CRR who the cash advance re-payment is for. These funds should be deposited immediately upon return from a trip or determination of excess.

University of Missouri - CRR (Java Enabled) - Microsoft Internet Explorer

Address: <https://webapps.umsystem.edu/cgi-bin/nph-mow/crrtng.Crrevent.dispatch>

Deposit to Cashier's Office University of Missouri

Babcock, David W 816/235-1479 May 24, 2005

Admin Affairs Acctg & Stu Lns Transaction Number: 2363523

00272 AC 224

Receipt Details

Currency						Coins					
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Check Amount Number of Checks

Total Currency (calculated)

Total Coins (calculated)

Total Receipts (calculated)

Deposit Details

Dates	Explanation/Source of Receipts	MoCodes	PS Accounts	Amount
<input type="text" value="05/20/05"/>	Cash advance funds not used for John Doe.	<input type="text" value="K0166"/>	<input type="text" value="132500"/>	<input type="text" value="\$100.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

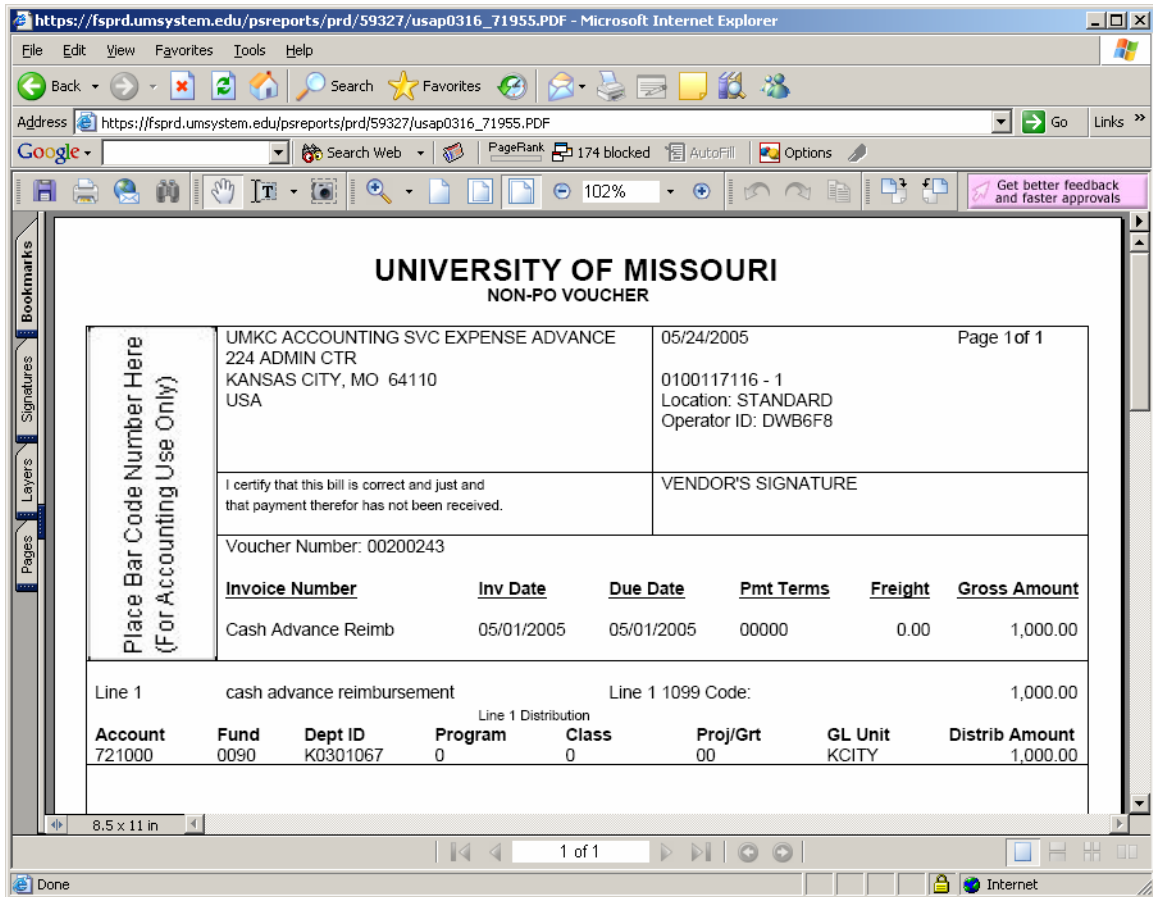
Total Deposit

Buttons: Cancel, More Blank Lines, Submit

3. The voucher, travel expense form, CRR and related documentation should be sent to Accounting Services in AC 224.

Scenario #2: A cash advance of \$1,000.00 was provided for travel expenses and the traveler used the entire advance and no more.

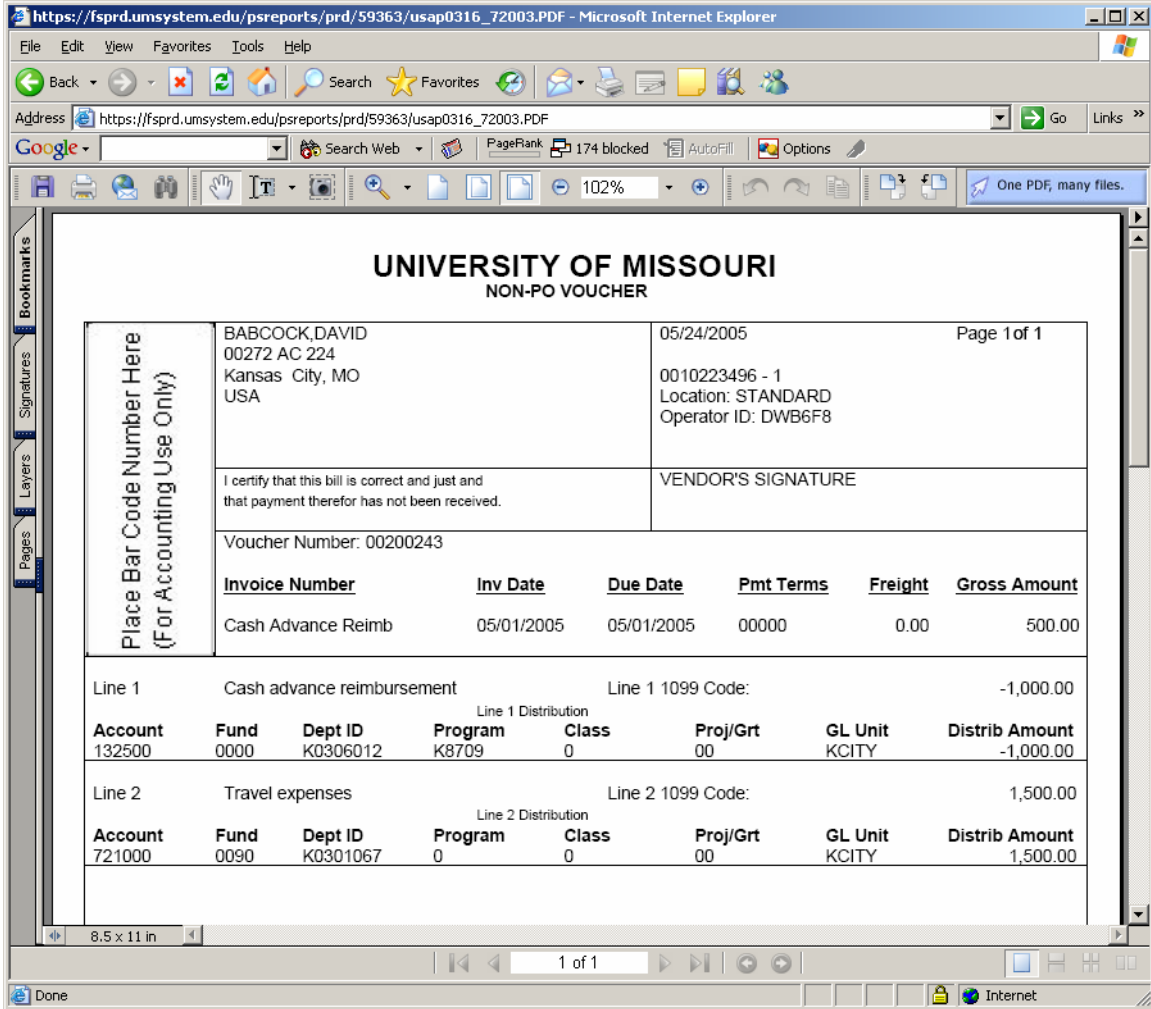
1. Create a voucher payable to **UMKC Acct Svc - Expense Advance** (Vendor ID #0100117116) and charge the amount spent to the department's expense account(s).



2. The voucher, travel expense form and related documentation should be sent to Accounting Services in AC 224.

Scenario #3: A cash advance of \$1,000.00 was provided for travel expenses and the traveler spent more than the advance.

1. Create a voucher payable to the traveler. Charge the amount of the advance as a credit to MoCode K0166 – PS Acct 132500. Charge all the expenses to the department’s expense account(s). The difference will be the amount reimbursed to the traveler.



2. The voucher, travel expense form and related documentation should be sent to Accounting Services in AC 224.

NOTE: Failure to repay a cash advance by the due date will result in the amount being deducted from payroll earnings and the loss of the privilege of cash advances.

Further questions regarding Cash Advances can be made to the Accounting Services Department.

Update 4/21/05