

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

|                      |                                |                 |                                               |
|----------------------|--------------------------------|-----------------|-----------------------------------------------|
| Chapter 6            | Fiscal Policies and Procedures | Effective:      | May 2000                                      |
| Section 6.2          | Travel Policies and Procedures | Revised:        | September 2008                                |
| <b>Policy 6.2.11</b> | <b>Travel Advances</b>         | Responsibility: | Assistant Vice President for Business Affairs |

## TRAVEL ADVANCES

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### Policy

The University provides two alternatives for the traveler's use that preclude the need to administer a formal travel advance program: (1) University Paid Travel (UPT) for the purchase of airline tickets; and (2) the state issued State of Texas corporate card. Travel advances will be authorized on only the rarest of circumstances. The Director of Accounting has the responsibility for approving advances.

Travel advances will be authorized only if the traveler does not have a State of Texas corporate card because of either (a) being denied credit (b) being employed by the University less than six weeks and not yet receiving a state issued credit card, or (c) not being eligible to apply for a card as a result of expectations of taking less than three (3) trips per fiscal year or expending less than \$500 per fiscal year.

A specific explanation of why a travel advance is being requested including reference to one of the three qualifying criteria identified above must be documented on the [Local/State Voucher](#).

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### Procedures

1. The department should prepare a [Local/State Voucher](#) using project ID number 105519 payable to the employee, showing the travel advance amount, employee's social security number, description of trip (including destination), and dates of trip. This information, along with a copy of the approved PeopleSoft travel requisition, must be submitted to the Accounting Office. The Director of Accounting has the responsibility for approving all travel advances.
  2. The department should limit the amount requested to expenses other than airfare that can be centrally billed to the UPT. The amount will be reviewed by an administrative official and may be reduced, if deemed appropriate. Except in unusual circumstances, the total estimated cost of the trip will not be advanced to the individual.
  3. A check will be issued no earlier than five business days prior to the departure date.
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4. After completion of the trip, the department should prepare a [Travel Voucher](#) for reimbursement. The amount of the travel advance should be deducted on the front of the [Travel Voucher](#) above the total line. The [Travel Voucher](#) should be submitted within thirty (30) days of the last day of the trip.
  5. If the travel advance exceeds reimbursable expenses, the traveler must attach a personal check made payable to The University of Texas Health Science Center at San Antonio to the [Travel Voucher](#) for the difference.
  6. Travel advances not repaid within 45 days from the PeopleSoft travel requisition return date will be subject to charge to the project ID number listed on the PeopleSoft travel requisition as the source of funds. Notice will be given through a “45 day” letter to the traveler with a copy to the departmental administrative officer (DAO), followed, if necessary by a letter 15 days later to the department Chair or Director with a copy to the traveler and the DAO. The department Chair or Director will be given an additional 15 days to have the advance cleared by the traveler; otherwise, the project ID number on the PeopleSoft travel requisition will be charged. No additional travel advances will be made to a traveler if a “45 day” advance is outstanding.
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