



BFA Administrative Detail: #30-12

University Travel Advances for Employees Traveling with Students

1.0 PURPOSE

This Administrative Detail provides guidance for employees who are traveling with students and require a travel advance to cover out of pocket/incidental expenses.

2.0 BACKGROUND

Employees traveling with students may require a travel advance to cover out of pocket/incidental expenses for themselves as well as the students who are traveling with the employee. Providing the option to apply for a travel advance helps to support student travel experiences often part of, or supplemental to, academic curriculum as well as for the enrichment of students.

3.0 OVERVIEW

Travel advances are intended to cover out of pocket/incidental expenses only. These would include meals, gas for rented vehicles, airline baggage fees, ground transportation (e.g., bus, train, shuttle, taxi), parking and admission charges. Travel advances cannot be used to pay for lodging or airline tickets (as per CSU Travel Procedures). The minimum amount for an advance is \$1,000 (maximum is \$5,000). Requests for Travel Advances must be submitted to Accounts Payable no more than (30) days prior to commencement of travel. (Please note your personal bank may have a policy to hold deposited funds for a period of time, please plan accordingly.)

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

CSU Channel Islands Travel Procedures and Regulations <https://www.csuci.edu/financial-services/documents/accounting/ci-travel-procedures-regulations-jan-2019.pdf>

CSU Systemwide Travel Procedures <https://cyou.calstate.edu/Policies/icsuam/Pages/3601-01.aspx>

5.0 PROCEDURES

5.1 Prior to Travel

Employees must complete a Travel Advance Request Form and Check Request Form. Both forms should be submitted to Accounts Payable no more than thirty (30) days prior to commencement of travel.

5.2 After Travel Concludes

Once travel concludes, complete and submit a Travel Expense Claim Form to Accounts Payable with the original itemized receipt(s), amount of travel advance provided, and balance due to employee or to CSU Channel Islands. This documentation must be submitted to Accounts Payable within thirty (30) days after travel concludes..

Any portion of the travel advance not used for the above referenced travel must be returned to CSU Channel Islands within thirty (30) days of the completion of travel. Funds to be returned to CSU Channel Islands should be in the form of a check or money order payable to: California State University Channel Islands and be submitted along with the Travel Expense Claim Form. Travel Expense Claim Forms which include a check or money order should be hand delivered to Accounts Payable and not sent via Inter-Office mail.

5.3 Other Important Conditions

- A.) Travelers are not permitted to have more than one (1) outstanding cash advance at a time. Each advance must be accounted for before another travel advance is granted.
- B.) A travel advance must be returned immediately if travel is cancelled or indefinitely postponed.
- C.) If a completed Travel Expense Claim Form is not submitted to Accounts Payable within thirty (30) days of the completion of travel the University collections procedures and related timeline is as follows:
 - *30 days past due:* Courtesy e-mail to travel advance recipient with cc: to Division Cabinet member and the individual who approved the Travel Advance Request form, if not the Division Cabinet member.
 - *45 days past due:* Second notice e-mail to travel advance recipient with cc: to Division Cabinet member and the individual who approved the Travel Advance Request form, if not the Division Cabinet member.
 - *60 days past due:* Final notice e-mail to travel advance recipient with cc: to Division Cabinet member and the individual who approved the Travel Advance Request form, if not the Division Cabinet Member.
 - *120 days past due:* Unrecovered advance from employee will be reported and taxed as additional wages. (*NOTE: The income and applicable employment taxes on the additional wages are to be withheld from the employee's regular earnings. NO refund of such taxes or any adjustment to gross income shall be made with respect to any substantiation or reimbursement received from the employee after the 120-day period.)

D.) Receivables resulting from travel advances that cannot be recovered from the traveler shall be cleared by charging the Department indicated on the Travel Advance Request Form.

E.) If collection procedures are initiated three (3) times for the same recipient due to an outstanding travel advance, no future advances will be issued.

6.0 DEFINITIONS

Out of Pocket/Incidental Expenses: expenses for meals, gas for rented vehicles, airline baggage fees, ground transportation (e.g. bus, train, shuttle, taxi), parking and admission charges.

Receipt: a written acknowledgement of money received. For substantiation of an expense, a receipt indicates what was purchased, the amount due, the form of payment and preferably a zero balance.

Travel Advances: payment provided to an employee in advance of travel to offset anticipated out of pocket/incidental expenses.

7.0 CONTACTS

Myrna StaAna, Accounts Payable Supervisor

myrna.staana@csuci.edu, 805-437-8489

REVISION TRACKING

Document Title: University Travel Advances for Employees Traveling with Students

Author: Diane Mandrafina, Assistant Vice President for Business & Financial Affairs/Controller

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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
	Click here to enter name of Person Revising.	Copy and paste to new template	Click here to enter Sections Revised.
			3.0 + 4.0

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)

Campus stakeholders engaged to develop this Administrative Detail

The development of this Administrative Detail included participation and input from Academic Affairs, University Advancement, Student Affairs, and the Division of Business and Financial Affairs. Three meetings were held to obtain feedback from across divisions. In addition, Division of Business and Financial Affairs held intradepartmental meetings.