

UCR Policies and Procedures

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Policy Title: Travel Advances, Direct Charges for Airfare, Registration Fees, and Local Hotels

Policy Number: 900-40

Responsible Officer:	Associate Vice Chancellor of Business & Financial Services and Controller
Responsible Office:	Business and Financial Services – Accounting Office
Origination Date:	05/01/2000
Date of Revision:	07/05/2017
Date of Last Review:	06/30/2017
Scope:	Guidance Concerning Employee Travel Advances

I. Policy Summary

UC policies and campus procedures for requesting travel advances, direct charges for airfare, registration fees and local hotels. For a complete discussion on travel and other cash advances, refer to [UC Business and Finance Bulletin G-28](#).

II. Definitions

- Department Authorized Purchase Order (DAPO) – Low value purchases (less than \$2,500) issued by the authorized purchasing representative within the department
- Direct Charge – Expense billed directly to the University

III. Eligibility

Travel advances, direct charges for airfare, registration fees, and local hotels may be issued to employees of the University who are authorized to travel for the University, and whose travel expenses represent a proper charge against funds administered by the University. Direct Charges may be issued for non-employee travelers on University business. Refer to G-28 for eligibility requirements.

IV. Purpose

Travel advances are not intended to provide a contingency reserve for personal use by the traveler. They should only be used to cover the out-of-pocket costs of the individual. Therefore, advances will normally be issued to cover only subsistence expenses and other known expenses. Travel advances will not be given for the purchase of airfare or other common carrier tickets for particular trips. These are recommended to be procured in advance by the traveler/department from Connexus or an approved local travel agency and charged directly to the University (in the name of the traveler or the traveler's sponsor and traveler's department). DAPO needs to be initiated via eBuy. These charges will be recorded to the general ledger as soon as the invoice is processed for payment. The traveler will be required to record the expenses as a prepaid expense on the Travel Expense Voucher within iTravel upon completion of the trip. A traveler may have only one outstanding cash advance per trip; each advance should be accounted for before another advance is granted. The traveler must submit a travel expense claim even if he or she is not owed any additional reimbursement, in order to document the business purpose for which the Connexus and/or advance was issued. Refer to G-28 for guidance on issuance of cash advances.

V. Direct Charges for Airfare, Registration Fees, and Some Local Hotels

A. Airfare

Airfare expenses should be billed directly to the University via a DAPO. Access for travel related agreements can be granted by the SAA to eBuy within your department. Transportation tickets are recommended to be procured in advance in order to obtain any discounts offered by the carrier or organization. Tickets can be initiated and paid for as follows:

1. Direct Charge. The vendor should bill the University directly. Department must generate a DAPO number in eBuy when the reservation is made, payable to US Bank if booked through Connexus or local travel agency. Department must remember to finish and receive the DAPO in order for Accounting to pay the vendor invoice. Refer to G-28 for allowable Prepaid Expenses and Direct Charges.
2. Corporate travel card (US Bank). Any traveler issued such a card is required to use it to pay for expenses related to official University business travel, including lodging and subsistence. Reimbursement will be made at the end of the trip after the submission of the travel expense voucher and the attached receipts.
3. Personal Credit Card, Check or Cash. Reimbursement will be made at the end of the trip after the submission of the travel expense voucher and the attached receipts. On an exception basis, a reimbursement may be processed prior to the start of the trip as an advance in Travel.

B. Registration Fees

Registration fees for conferences should be billed directly to the University. Registration fees is recommended to be procured in advance in order to obtain any discounts offered by the organization. Registration fees can be initiated and paid for as follows:

1. Direct Charge. The vendor should bill the University directly. Department must process in ePay using the "Other" category, when the invoice is received. Departments must remember to gather all required documentation in order to process the invoice in ePay. Refer to Section V.B.1 of G-28 for allowable Prepaid Expenses and Direct Charges.
2. Corporate travel card (US Bank). Any traveler issued such a card is required to use it to pay for expenses related to official University business travel, Reimbursement will be made at the end of the trip after the submission of the travel expense voucher and the attached receipts.
3. Personal Credit Card, Check, or Cash. Reimbursement will be made at the end of the trip after the submission of the travel expense voucher and the attached receipts. On an exception basis, a reimbursement may be processed prior to the start of the trip as an advance in Travel.

C. Approved Local Hotels

UC Riverside through Procurement Services has made contractual arrangements with some approved local hotels when the University is paying for the hotel room. The agreements cover the hotel room costs only. UC Riverside does not cover the cost for any incidentals like telephone, meals, movies, etc. Refer to Section G-28 for Prepaid Expenses and Direct Charges.

Check Procurement Services website under [Travel & Hotel](#) for current local hotel agreements. Refer to G-28 for restrictions on lodging for employee travel less than 40 miles from their headquarter location or home.

VI. Cash and Other Travel Advances

A. General Guidelines

It is the policy of the University that all official travel shall be properly authorized, reported, and reimbursed in accordance with University travel regulations. Under no circumstances are travel expenses for personal travel to be charged to the University, nor shall travel expenses for personal travel be temporarily funded by the University. When a University employee travels under the sponsorship of a non-University entity or another UC Campus, the travel expenses may not be charged to a University of California Riverside account. Travel advances and tickets should be obtained from the sponsor. University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expense incurred.

B. Submitting Requests for Advances

Requests for advances should be submitted via Trip Planning in iTravel.

C. *Timing of Advance Requests*

Advance requests should be submitted and received in the Accounting iTravel queue no later than (10) ten business days before the advance is needed. Advance requests may be submitted no more than 30 days in advance of the trip, but requests for cash advances will not be processed more than (10) ten days prior to the date of departure.

D. *Clearing Advances*

The traveler should report travel expenses and account for all travel advances within (21) twenty-one days after completion of the trip. Advances should be cleared by submitting a Travel Expense Voucher via iTravel to record the expense on the department ledger and/or reimburse the traveler for any additional amount due.

E. *Failure to Clear Advances in a Timely Manner*

If outstanding advances have not been cleared within 60 days from the trip end date, the default FAU will be charged until the trip is cleared via iTravel.

F. *Refunding Advances Taken Out in Excess of Expenses*

At the completion of a trip, when a refund is due the Regents for the unused portion of an advance, return the funds via a check payable to the "Regents of the University of California, Riverside" to the Cashier's Office. Reference the iTravel request number on the check.

G. *Canceled or Postponed Trips*

Travel advanced for expenses must be refunded immediately when an authorized trip is canceled or indefinitely postponed.

VII. Other References

- [Business and Finance Bulletin Policy and Regulations Governing Travel \(G-28\)](#)
- [UCR Policy 200-62 Payment to Aliens](#)
- [UCR Policy 650-40 References and Resources](#)
- [UCR Policy 900-05 Travel & Entertainment Corporate Charge Card](#)
- [UCR Policy 900-20 Travel Policy, Regulations & Procedures](#)

VIII. Questions

Questions regarding this policy should be submitted via Service Now: <https://ucr.service-now.com/ucr/ess/>.