

Travel Advance Request

Request should be submitted to Travel Accounting, if the request is urgent, address it to Scott Monatlik Senior Director, Tax Services and Travel Accounting

Travel advance request requires the following information:

- Request for the advance
- Budget breakdown for requested amount
- Business justification for the need of the travel advance

Sample:

Dear Travel Accounting,

We would like to request a travel advance for Faculty Dr. XXXXXX and an exception to policy to allow him to pay for other travelers' travel costs, as the project research team lead.

Cash Advance request for XXXXXXXX expenses in Ghana, Sept. 5-Oct. 6, 20XX

30 days of rent for a small flat in East Legon:

- \$1,200 (\$40 per night)

\$110 per diem for lodging and meals during 18 days of the macro-survey (18 forts) for Dr. XXXX, two University of Ghana professors, and one University of Ghana graduate student:

- $110 \times 18 \times 4 = 7,920$

Transport- car and driver, their expenses for the 18 day macro survey:

- \$85 per day x 18 = \$1,530

Total \$10,650. Advance request total **\$6,000.**

We request approval for by Dr. XXXXX to cover the local travel/lodging costs of Dr. XXX XXXX, Dr. XXXXXX, graduate student (all 3 from University of Ghana) and the driver. Individuals receive African salaries and have families (some with child) and having them participate in the project and receive reimbursement at the end of the month-long project would cause a huge financial burden. In addition, it can take longer for them to receive UCLA reimbursements. Given this information we request an exception for humanitarian reasons.

Please let us know if any additional information is needed.

Regards,
Rowena Barlow

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Chief Financial Officer, Dean's Office
UCLA Luskin School of Public Affairs

Process once the request has been approved

For the advance:

Please submit a completed, signed advance request form along with a copy of the traveler's budget to the Travel Accounting office via the "Travel and Entertainment Invoices" category on the UCLA Invoice submission site:

<https://payables.finance.ucla.edu/secure/InvoiceSubmit/InvoiceSubmission>

A T-class purchase order should be created in BruinBuy, payable to the traveler. Please use Services (SVS) as the line code. Travel advance funds cannot be used for airfare or conference registration fees. Advance payments cannot be issued more than one week before departure.

If the group leader will be disbursing cash to individuals:

Due to receipt requirements, the group leader must obtain signatures from each traveler that they disburse cash to. The signature should document how much cash was received and which travel expenses that cash payment was for.

For the reconciliation:

Please note that no expenses should be submitted in Express for travelers that receive an advance – all expenses must be reconciled on the voucher at the end of the trip. Include original receipts (if required) with the voucher and make sure that the voucher is signed by both the traveler and department approver. (Note: please note that itemized receipts will be required for the van rental expense.) If expenses are reported in categories on the voucher, a detailed breakdown of each category, including numbered receipts must be provided.

If the traveler spent more than the advance, increase the PO amount in BruinBuy to cover both the advance and the balance due to the traveler.

If the traveler spent exactly the amount of the advance, leave the PO as is.

If the traveler spent less than amount of the advance, they must return the unused funds. Leave the PO amount as is and have the traveler write a check back to the University, payable to UC Regents. Your department must deposit the check and provide documentation of the deposit (i.e., CASHNet printout) with the reconciliation.