

Travel Advance Quick Guide

Common Questions	Answers
Who can request an advance?	<ul style="list-style-type: none"> Employees traveling on University business who anticipate a need for cash for University related events or activities For reasons other than travel, contact Accounts Payable at ap@wfu.edu
What expenses should NOT be covered by an advance request?	<ul style="list-style-type: none"> Any expenses that can be prepaid by wire, check or University Procurement Card The total advance is less than \$200
What is the lead time for an advance?	<ul style="list-style-type: none"> At least 10 business days prior to departure to obtain all required approvals
How do I submit an advance?	<ul style="list-style-type: none"> Use the Create Spend Authorization task in Workday, be sure the check box is selected on the line for Cash Advance Request
For international travel, does my International Travel Form need to be complete before I can receive and advance?	<ul style="list-style-type: none"> Yes
How quickly must an advance be cleared once I return from a trip?	<ul style="list-style-type: none"> 60 days from date the expense was incurred or 30 days from return of trip, whichever is later
For advances other than for travel, when should my clearing documentation be submitted?	<ul style="list-style-type: none"> Within 15 days after the completion of the reason the advance was requested
What documentation clears an advance?	<ul style="list-style-type: none"> To clear the advance use, Create Expense Report. Be sure to select Create New Expense Report from Spend Authorization, then chose your Spend Auth from the drop-down menu
What should I do with funds that were not used but requested?	<ul style="list-style-type: none"> Any unused funds must be returned to the University by creating a deposit using Record Cash Sale and taking the funds to the Cashier's window in Reynolda Hall, room 107 The deposit should be made against the revenue category A/R Advances, and the appropriate cost center/special worktags that were used to request the advance

**Financial Services
Quick Guide
Library**
finance.wfu.edu

Responsible Unit:
Accounts Payable

Additional Assistance:
ap@wfu.edu

What is it?

An advance is the request to use University funds before travel takes place. It can also be used in other situations, such as research participant payments.

Why it is Necessary

Sometimes employees need funds upfront before they can travel.

This quick guide is meant to assist the University faculty and staff in the submission of an advance request and the clearing documentation submitted in Workday.