ERSO Documentation Memorandum

The purpose of the ERSO documentation memorandum is to officially record decisions, interpretations or clarifications made at the executive level that will have broad impact on operations within ERSO. Such documentation is to guide future action in order that ERSO operations are consistent across and within teams. Memorandums are assigned an alpha-numeric identifier in sequence based on Key Unit as follows: Executive Office (EO), Human Resources (HR), Payroll (PR), Information Technology (IT), Research Services (RS) and Research Administration (RA).

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<td>Travel Cash Advance Procedure</td>
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<td>Key Unit:</td>
<td>Reimbursement Payment Services</td>
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<td>RS-4 Travel Cash Advance Procedure</td>
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Discussion:

Only under exceptional circumstances, eligible employees and non-employees may request cash advance to help offset out-of-pocket travel expenses for UC Berkeley business travel.

Relevant Policy Link:

Policy and Regulations Governing Travel (Bulletin G-28)

Findings:

Cash advances are considered part of the employee’s reportable income unless expenses are substantiated with appropriate supporting documentation within 21 days after trip completion. Travel advances that have not been cleared and are outstanding for more than 120 days will be reported as current year miscellaneous taxable income.

Cash advances are initially paid from a Central fund and not expensed to the designated research fund until the travel expenses are reconciled. As a result, careful tracking by RSOs are critical to ensure funds are available.

ERSO will only authorize travel cash advance requests after the faculty sponsor provides a discretionary fund to support the cash advance. This will be used as the default chartstring in the event that the trip does not occur, there are unallowable expenses, or traveler fails to submit travel voucher at trip completion.
Guidance:

For Traveler:

In order to request a travel cash advance from an ERSO managed fund, traveler must complete and submit the following to the ERSO Intranet:

- Travel Advance Request Form (UFIN 114)
- UCB Advance Exception Request Form
- ERSO Travel Cash Advance Request Form
- Prepare a budget that shows the detail of the amount requested (for eligible expenses only)
  - Airfare is not an eligible expense for cash advance - travelers may use Connexxus to arrange for pre-paid airfare.

For RSOs:

Cash advances are initially paid by a Central Campus fund and does not post to the designated research funding chartstring until after the traveler submits an expense report after a trip’s completion. To ensure there are available research funds, manually encumber (via fund projection) the cash advance amount on both the designated fund and discretionary fund, if applicable.