

Team 2 (ERSO) Travel Cash Advance Request Form

Team 2 (ERSO) will only approve travel cash advance requests if the faculty sponsor provides a discretionary fund to support the cash advance as “collateral” or Departmental fund is used. The collateral fund is used in the event that the trip does not occur, there are unallowable expenses, or traveler fails to submit travel voucher at completion of the trip which cannot be changed to a Sponsored Project.

The UC Berkeley Travel Office can issue cash advances to help offset out-of-pocket travel expenses. In order to request a travel cash advance, please complete the following steps:

PRIOR TO TRIP:

Within 30 days of travel (advances can only be issued within 30 days of when an expense is to be paid or incurred in order to satisfy IRS regulations). **Please allow at least 10 business days prior to your departure to ensure your advance is ready prior to your departure date.** It is recommended to sign up for [electronic fund transfer](#) to automatically transmit cash advance to your banking account.

Step 1:

Complete the following:

- [UC Berkeley TRAVEL ADVANCE REQUEST Form](#)
- Review and sign Team 2 (ERSO) Travel Cash Advance Request Form (this form)

Note: **Airfare is NOT an eligible expense.** Travelers may select to have tickets pre-paid through Connexus, UC travel program (contact RSO, for research managed funds, or Department Manager, for academic managed funds, to request a **Direct Bill ID**), or reimbursed for the expense after they submit the travel reimbursement (after trip is completed).

For Group Travel: If there are multiple travelers on the same trip, you may choose to select one individual as the group leader. This individual would request cash advance on behalf of the group and be responsible for distributing funds to the group and reconciling the actual expenses after the trip is completed. The leader holds the sole accountability to the University since they are accepting the advance on behalf of the group.

Step 2: Submit completed forms to ERSO Intranet for PI or Departmental approval. Note: Team 2 (ERSO) will only issue travel advances when faculty sponsor provides a discretionary fund in the amount the travel advance.

Step 3: After request is approved and funding is authorized; the request will be forwarded to Team 2 (ERSO)'s reimbursement services for processing. Team 2 (ERSO) Reimbursement Staff will contact the Traveler to schedule a Travel Orientation Meeting to review the Travel Cash Advance process and required documentation.

Step 4: Travel Advance is issued by Central Travel Office – if you are signed up for EFT, the cash advance will be transferred to your selected banking account; otherwise a check will be issued.

DURING THE TRIP:

Track your daily expenses & save required documentation

Although a cash advance has been secured, all UC travel policy, [Bulletin G-28](#), is still in effect (along with any additional funding source restrictions). It is important to understand the daily allowances and other travel policies before you leave so that you understand what expenses the University will and will not reimburse.

For the ease of completing the travel expense form upon your return, it is helpful to track your expenses daily and save receipts, when possible. Track daily expenses by type; for example, itemize expenditures such as local transportation, meals by type, incidental purchases by date for the duration of the trip. **Note: Receipts \$75 and over are required, in addition, hotel bills and rental car receipts are required.**

Additional information is found [here](#).

[Receipts](#) are expected for all non-travel related purchases. If receipts cannot be collected due to local custom, remote area, and practice, an explanation note will suffice (what, where, when, how much, etc.).

AFTER THE TRIP:

Reconcile cash advance within 45 days after completion of trip.

Submit completed travel form, found here: <http://www.erso.berkeley.edu/erso/content/travel-resources#Forms>, along with all required receipts to the Team 2 (ERSO) Travel Advance Coordinator via ERSOTravelHelp@erso.berkeley.edu.

If the amount of an advance exceeds the reimbursable expenses, payment for the amount due shall be submitted with the Travel Expense Voucher. The check must be made payable to "UC Regents."

For Group Travel: The leader that received the cash advance must collect all back up documentation from the group with all supporting documentation and submitted all together.

I understand that I must reconcile my travel report within 45-day upon the completion of my trip. Pursuant to IRS regulation and University policy, travel advances that have not been cleared and are outstanding for more than 120 days will be reported as current year taxable income and the University will not authorize any future travel advances to me. Furthermore, my faculty sponsor's discretionary fund will be charged for the travel advance.

I will notify Team 2 (ERSO)'s Travel Advance Coordinator of changes to my anticipated completion trip date.

Name

Signature

Date