Objective

The objective of this practice directive is to establish clear guidelines for obtaining, using, reporting, and reconciling a travel-related cash advance at UW-Eau Claire.

Statement

UW-Eau Claire strives to create greater compliance, transparency, and support in the travel-related cash advance process. To do so UW-Eau Claire Accounting and the Travel Manager have provided mandatory Canvas training modules for Traveler Cash Advance requests. Our goal is to ensure timeliness and accuracy in providing and reconciling the advance.

Procedure

UWEC 445, Obtaining a Travel Cash Advance