

UWEC 445, Travel Cash Advances

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Practice Directive #	UWEC 445
Division	Finance and Administration
Department	Firstsource and Travel
Contact	Travel Manager askcenter@uwec.edu
Effective Date	January 19, 2023
Revision Date	n/a

Authority

Federal | IRS Publication 15-B, *Employer's Tax Guide to Fringe Benefits*; IRS Publication 463, *Travel, Gift, and Car Expenses*; IRS Publication 5138, *Quick Reference Guide for Public Employers*

UW System | RPD 21-5, *University Travel Policies*; SYS 405, *Travel and Expense - General Travel & Expense Policy*; SYS 420, *Travel & Expense - Meal and Incidental Expense (M&IE) Per Diem Allowance Reimbursements*; SYS 430, *Travel & Expense - Purchase & Payment Miscellaneous Travel Expenses*; SYS 435, *Headquarter City & UW System Sponsored Events Policy*; 21-8, *Policy on the Annual Distribution of Tuition and Fee Revenue and State General Purpose Revenue*

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](#)
