

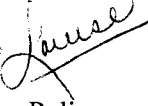


Louise Griffin
Vice Chancellor
Tel 1.978.934.3450
Fax 1.978.934.3018

883 Broadway Street
Dugan Hall
Lowell, MA 01854
Email: Louise_griffin@uml.edu

ADMINISTRATION & FINANCE

MEMORANDUM

To: University Faculty & Staff
From: Louise Griffin 
Subject: Travel Advance Policy
Date: July 12, 2005

I am writing to update you on the revised travel advance policy for the campus. While use of the university sponsored credit card (not available for use on sponsored programs), personal credit cards or direct bill arrangements are the preferred method of paying for travel related expenses, the University will provide travel advances if necessary. The new policy has an effective date of August 1, 2005 to provide for sufficient time for distribution across the campus.

Questions concerning the new procedures can be directed to Chuck Gisondi at extension 3521.

We appreciate your support of our continuing efforts to streamline processes, reduce financial risk and strengthen internal controls across the campus.

Enclosure

Travel Advance Policy

Travel is a necessary part of university operations, and employees will be promptly reimbursed for expenses they incur while traveling on University business. While use of the university sponsored credit card, personal credit cards or direct bill arrangements rank as the preferred method of paying for travel related expenses, the university will provide travel advances if necessary. All travel advances issued must be substantiated in accordance with Internal Revenue Service reporting requirements (i.e., Accountability Plan Rules).

All travel advances processed by the University must meet the following guidelines:

1. Travel advances must be requested on the travel advance form that is available online at: http://www.uml.edu/procurement/procurement_for.htm
2. Travel advances will be issued to employees who are currently on the University payroll.
3. All travel advances will be issued in the form of a check made payable to the individual requesting the advance. Travel advances will not be issued in the form of cash.
4. Travel advances will not be processed for amounts less than \$100.00. The amount requested should normally be limited to estimated out-of-pocket costs, including the cost of meals, tips and tolls that will be incurred during the travel period.
5. Travel advances will not be issued more than fifteen (15) calendar days prior to the commencement of the trip without written justification.
6. Each travel advance request must be personally signed and dated by the individual requesting the advance.
7. Each travel advance request must be accompanied by a Travel Authorization.
8. Individuals receiving travel advances are personally responsible for safeguarding the funds that have been advanced to them.
9. Pursuant to Internal Revenue Service regulations, the unused portion of any travel advance must be returned to the Cashiers Office within fifteen (15) days after the completion of travel. All travel advance expenditures must be substantiated on a University expense report.
10. Any advance that has not been settled within sixty (60) days after the completion of travel will revert to the university's debt collection process. That process may include deducting the advance from the traveler's paycheck. The employee can have no outstanding prior travel advance balances past due.

University Of Massachusetts Lowell



Travel Advance Request

Present this completed form along with the **the Travel Authorization** to the Comptroller's Office, Dugan Hall, at least 10 working days prior to the date when funds are needed

Traveler _____ <i>Last Name, First Name (Please type or print)</i>	Employee # _____	
Amount of Request: _____	Speed Type: _____	
Department: _____	Building: _____	Telephone #: _____
Account: _____	Fund: _____	DeptId: _____
Prg: _____	Class: _____	Proj/Gr: _____

Controller's Office Advance Requirements

1. Advances will be given to employees who are currently on the payroll and will be made directly from the general ledger of non-State fund accounts only.
2. A travel expense voucher or other appropriate documentation for settlement of the advance must be submitted to the Comptroller's Office within 15 days after the completion date of a trip or event.
3. If a trip is or event is cancelled, the advance reimbursement is due immediately by check to the University and must be sent to the Controller's Office with a copy of the initial disbursement voucher and a memorandum stating the advance is not needed.
4. If the settlement becomes 60 days delinquent, the employee's pay will be reduced by the outstanding advance amount. The employee will not be allowed to receive advances from the University until the pending advance is settled.

I accept this advance with the understanding that I will comply with the above requirements.

I further authorize the University to retain my paycheck or cancel my direct deposit if the above requirements are not complied with.

Signature: _____

For Official Use Only

Date: _____	Return Date: _____
Destination: _____	_____