Travel and expense functions are moving to the Disbursement Center, located at 19 Roosevelt Highway, Suite 120, Colchester, effective March 23, 2015. This includes:

- The entry function currently being completed by the Administrative Business Service Center.
- The audit function currently being completed by General Accounting.

**Expense Reports**

- If you are submitting paper expense reports, please send via campus mail to the Disbursement Center at 19 Roosevelt Highway.
- Electronic submissions will route correctly (and take less time). Receipts can be scanned and attached to an expense report in PeopleSoft. Email travel@uvm.edu. Instructions can be found [here](#).
- If your department is a customer of the Administrative Business Service Center, the Disbursement Center will continue to accept the ABSC Expense Reimbursement Form during this transition.
- If your department is a customer of the ABSC, and you would have previously submitted an ABSC email, you can email your request or question to: travel@uvm.edu.
  - If you are requesting expense reimbursement via this email, please include:
    - Scanned receipts and documentation (conference agenda cover showing dates, etc.)
    - Who, what, where, why, when
    - Valid chart string
- If you use your purchasing card for travel, your process remains unchanged.

**Cash Advances**

- Because travel and expense will be administered in Colchester, the immediate availability of cash advance processing is virtually eliminated. The cash advance forms approved by the Disbursement Center will be sent to the Cashier’s Office via campus mail. Please plan accordingly and add more time to this process.
  - The most efficient method is to use a UVM Purchasing Card (PurCard). If you travel more than twice a year, a purchasing card is a useful tool. More information about the PurCard can be found [here](#).
- Alternatively, a check can be produced and sent in campus mail. To select this option when completing a Cash Advance: on the Details section of the cash advance, select System Check from the Source drop down menu.
Process
Travel and Expense Transition Plan
For Faculty and Staff

As of March 23, 2015

The Disbursement Center will continue to produce checks on the same schedule: Tuesdays and Fridays. Please allow time for processing when selecting a check option for cash advance.

- If your department is a customer of the ABSC, requests for cash advances may be submitted via email to travel@uvm.edu.
  o If you are requesting a cash advance via this email, please include:
    ▪ Who, what, where, why, when
    ▪ Valid chart string

Travel Authorizations

- If your department is a customer of the ABSC, requests for travel authorizations may be submitted via email to travel@uvm.edu.
  o If you are requesting a travel authorization via this email, please include:
    ▪ Who, what, where, why, when
    ▪ Valid chart string

Dean’s Travel & Expense and approval should be sent to the Disbursement Center. We will coordinate with the ABSC to obtain Provost approval during this transition period.

The payables functions, invoice and check request processing remain the same.

- If you are an ABSC customer, these documents will still route through the ABSC.
- Check production will still be on Tuesdays and Fridays.

The petty cash functions will remain in General Accounting, 333 Waterman, during this transition.