



Travel Authorization and Travel Cash Advance Request & Approval Processes for Full-service Disbursement Center Travel Customers

This document applies to UVM departments/employees who use the Disbursement Center to create/submit and approve travel authorizations and travel cash advances.

Approved travel authorizations are required for:

- International travel and out-of-state domestic travel requiring an overnight stay
- A Travel Cash Advance

Some departments may require a Travel Authorization for some or all travel; always check with your business manager for department-specific processing.

Travel Cash Advances **are used for expenses incurred during the trip only**. Use a UVM PurCard for expenses incurred prior to traveling (airfare, conference registrations, hotel, etc.).

Instructions

1. Traveler emails the following information to travel@uvm.edu **at least 2 weeks prior to the travel departure date**:
 - **Who:** Traveler name and employee ID
 - **What:** List the anticipated expenses/amounts to be reimbursed
 - **Where:** Location of travel and/or expenses
 - **When:** Dates of travel and/or when expenses will occur
 - **Why:** Business purpose of travel and/or expenses
 - **How:** Indicate how you would like to receive the advance and/or reimbursements: (a) direct deposit, (b) pick up cash from the Treasury Services Office
 - **Valid Chartstring:** If you are a full-service customer (either a current, or former ABSC customer) we will accept the chartstring name or nickname provided in your department chartstring list from the ABSC)
2. Disbursement Center creates the travel authorization and travel cash advance in PeopleSoft.
3. Disbursement Center emails a PDF of the travel authorization and travel cash advance form to the approver for electronic signature.
4. Approver signs and returns the PDF to the Disbursement Center.
5. Disbursement Center approves the travel authorization and travel cash advance for the expense manager and routes any travel cash advance to the Prepay Auditor in PeopleSoft.
6. **For Cash Advances:** Once Prepay Auditor approves Travel Cash Advance in PeopleSoft, the Disbursement Center notifies the traveler that the transaction is complete:



- **Direct deposit:** The Travel Cash Advance will be sent to the traveler for electronic signature. Once the signed cash advance is returned, the Disbursement Center will approve the cash advance for payment and funds will be issued on the last Tuesday or Friday prior to travel.
- **Cash disbursement:** The Travel Cash Advance can be obtained no more than five business days prior to travel at the Treasury Services Office. Traveler must bring a copy of cash advance form and their UVM photo ID.

Contact travel@uvm.edu or 656-9803.

See also:

- [Travel Policy \(PDF\)](#)
- [Employee Reimbursements](#)
- [Travel Authorizations & Advances](#)