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### Travel Authorization and Travel Cash Advance Request Processes for Full-service Disbursement Center Travel Customers who Use PeopleSoft to Approve

This document applies to UVM departments/employees who use the Disbursement Center to create/submit travel authorizations and travel cash advances, but then handle the approval process on their own in PeopleSoft.

Approved travel authorizations are required for:

- Travel outside of the United States or Canada
- 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](mailto: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 advanced/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 former ABSC travel 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. The Travel Authorization [and Travel Cash Advance] request will be assigned a unique Reference Number and routed for approval via PeopleSoft workflow based on the authorized approver for the department listed in the Travel Authorization chartstring.
4. Approvers must ensure that the Travel Authorization is completed correctly and approved before approving any Travel Cash Advance that may be necessary for that same trip.
5. Follow the [PeopleSoft Travel Approval User Guide \(PDF\)](#) for detailed instructions on how to approve travel in PeopleSoft.



### For Cash Advances:

6. PeopleSoft routes any travel cash advance to the Prepay Auditor.
7. 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 travel cash advance is returned, the Disbursement Center will approve the travel 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 the travel cash advance form and their UVM photo ID.

Contact [travel@uvm.edu](mailto:travel@uvm.edu) or 656-4192.

See also:

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