

STUDENT ADVANCE

Name: _____ Date: _____

Amount of Advance Requested: \$ _____

If the Advance is for *travel*, please indicate the following:

Purpose of trip: _____

If the purpose of the Advance is for *other* than travel, please explain below:

Purpose of Advance: _____

NOTE: All receipts and remaining cash are to be sent with a completed TME Form (if travel, meals, or entertainment) or a Check Request (if cash used to purchase goods), to Procurement Services within 15 days of the completion of the trip, or the use of the Advance funds.

Account(s) to be charged: _____

Student's
Signature: _____ Date: _____

*Supervisor's
Signature: _____ Date: _____

Printed Name of above: _____

**** Or proper approval for student club or organization (i.e. Treasurer or President), and/or the WNE staff/faculty advisor for the organization.***

STUDENT TRAVEL AND CASH ADVANCE POLICY

Procedures for Requesting Travel and Cash Advances:

Cash advances for students must be requested and approved through Procurement Services using the Student Travel and Cash Advance Requisition Form. Unlike a general cash advance, a student cash advance always requires a departmental or student group account to be debited.

The student must fill out the advance request form, which includes the purpose of the advance and the dates either for travel or the expected date of use. The student must also sign and date the form. The student's supervisor must then sign and date the form as well. The Procurement Manager reviews all advances in order to ensure a travel or cash advance is necessary.

Advances should be applied for prior to noon on Tuesday for the check to be available after 3:00 pm on the Thursday of that week. Checks are held at Enrollment Services. Advances will be available no more than one week prior to when they are required (i.e. travel or activity date).

Travel Advance Policy:

A travel advance is for covering miscellaneous travel expenses. No travel advances may be issued for air and rail travel; these must be booked through the University's travel agent (see travel policy for details), or purchased by the student and then reimbursed by the University. Travel should be booked by either the department manager or the advisor of the student organization, or by the student with proper authorization. Payments for conference and seminars should be paid for with a department's University credit card, or a Purchase Order when possible.

A travel advance is not to exceed \$150.00 per day up to a maximum of \$1,050.00. Exceptions will be made for group travel. Students involved with clubs and organizations may receive travel advances that follow employee limits (i.e. \$150.00 per day, etc.) with proper approval by their governing body (i.e. Student Senate, Student Bar Association, etc.).

Cash Advance Policy:

Cash Advances are issued when a credit card (personal or University issued) cannot be used for miscellaneous expenses.

An advance for cash purchase is not to exceed \$200.00.

Clearing Advances:

All advances *must* be cleared within 15 (fifteen) days after the travel or activity date to ensure that all incurred expenses are charged in a timely manner.

A TME Report, with all original receipts, must be submitted to Procurement Services for this purpose.

Note: No new Advance will be issued until the previous Advance has been cleared and an Expense Reimbursement Form submitted.