

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
CASH ADVANCE GUIDELINES

In accord with State regulations governing the University's issuance of funds to be advanced for travel purposes the following procedure has been developed. These procedures apply to student groups within the University Community that function under the formal sponsorship of a University faculty or staff member. Except for UAH student athletic team travel and other UAH sponsored registered student organization travel, advance payment for travel expenses are not allowed.

I. A sponsored student group desiring a travel advance must submit a group travel cash advance request with the following information:

- (a) Name of group
- (b) Purpose of trip;
- (c) Destination;
- (d) Dates of travel;
- (e) Employee sponsor name and "A" Number
- (f) Employee sponsor address
- (g) Breakdown of Individuals in travel party
- (h) Estimated cost;
- (i) Signature of faculty/staff sponsor.
- (j) Budget unit signature

II. The request must be submitted such that it will reach the Accounting Department at least fourteen working days prior to beginning the trip. The travel request must be supported by a properly completed and approved Authorization for Official Travel. Accounting and Financial Reporting will process the necessary documents to issue a check to the group sponsor. Fund code 11601 and account code 1317 should be used for distribution on the cash advance voucher.

III. A Sponsored Student Team/Club/Group Travel Expense Voucher, including receipts, expenditure documentation itemized cost of transportation, meals, lodging, and other allowable expenses by date for the entire group must be submitted to Accounting and Financial Reporting by the sponsor within 14 days of returning from the trip. A Bursar's Office receipt for any funds not used for the stated purpose of the cash advance should also be attached to the voucher. The deposit of excess funds at the Bursar's Office should be to fund code 11601 account code 1317. The Travel Expense Voucher should include a copy of the approved Authorization for Official Travel which list the name of individual group members, or UAH student athletic team estimated cost, dates of travel, purpose of trip, points of travel as well as the department index to charge the expense.

IV. The Sponsored Student Team/Club/Group Travel Expense Voucher is covered by the UAH travel guidelines requirements regarding allowable expenditures, backup documentation required approvals and submission of travel expense voucher.

(select links below to access forms)

[Sponsored Student Group Travel Advance](#)

[Sponsored Student Group Travel Expense Voucher](#)