

COLLEGE ENRICHMENT & OUTREACH PROGRAMS

Travel Advance Request

Name: _____ Social Security Number: _____

Mailing Address: _____

Employee ____ Student ____ Dept. _____ Org. Code: _____

Submitted by: _____ Phone No. _____

Destination: _____

Purpose of Travel: _____

Departure Date: _____ Return Date: _____

a. Estimate Expenses:

1. Total Days: _____ x Per Diem Rate of _____ = \$ _____ x 80% = \$ _____

2. Other estimated expenses (hotel, rental care, etc.; attach quotes) \$ _____ x 80% = \$ _____

b. Prepaid Expenses: Describe type (airfare, hotel, or conference) and attach proof of payment _____ \$ _____

c. Total Travel Advance Request (a. plus b.): \$ _____

Index Code Funding Travel	Amount

Dean, Director, Dept. Head, or PI Signature _____ Title _____

Dean, Director, Dept. Head, or PI Name Typed _____ Phone _____

I, _____, employee/student of UNM have requested \$ _____ for the purpose of conducting approved business travel. By receipt of University funds, I accept the terms and conditions outlined in "[Travel Policy 4030, UBP](#)", including authorization of interest assessment and payroll deduction. I also acknowledge receipt of a copy of this request certifying that the form was filled in prior to signing.

Traveler's Signature _____ Date _____

Note: Advance approval by the appropriate accounting office is necessary if any of the following are true:

- DPA Forms have not been processed on all prior travel advances.
- Travel is less than seven (7) days.
- Advance is needed more than five (5) days prior to the trip.

Accounting Office Approval _____ Date _____

Travel Advance Request

Instructions For Completion

Travelers may obtain a travel advance for up to 80% of estimated reimbursable expenses incurred while traveling to conduct University business. The traveler may also request a travel advance for 100% of any actual expenses prepaid by the traveler (such as hotel or airfare). However, individuals traveling on University business are urged to pay for airline tickets directly using a Purchasing Card or personal credit card. Prepayment of conference or workshop fees should be made with a Purchasing Card or DP-EZ. Travel advances represent personal loans from the University to the traveler which must be repaid by the traveler. Repayment is due by the fifteenth (15th) working day after the traveler returns from the trip. Normally the travel advance is deducted from the traveler's reimbursement.

To Request a Travel Advance:

1. You should submit this form signed by your dean, director, department head, or PI to the appropriate accounting office for approval and keep a photocopy for your records. Main campus departments should submit this form to General Accounting or Contract & Grant Accounting, depending on the source of funds paying for the travel. Health Sciences departments should submit this form to the HSC Financial Services Office.
2. If the request is approved, the accounting office will record the loan on the Bursar's Loan and Accounts Receivable System. Travel advances for prepaid expenses may be picked up from the Cashier's Office five (5) days after accounting approval. Other types of travel advances may be picked up from the Cashier's Office no earlier than five (5) working days prior to the trip or you may call the Bursar's Office to request the check be mailed to your home address. Two (2) working days are required to process a Travel Advance Request. You may wish to call the Cashier's Office before picking up your check to verify the request has been processed.
3. You must submit a completed DPA Form in accordance with **Section 3.** of [Policy 4030 "Travel."](#) The DPA Form must show the travel advance as a deduction from the total reimbursable expenditures. If the reimbursement amount of the DPA Form exceeds the amount of the advance, the traveler will be paid the difference. If the travel advance exceeds the reimbursable expenditures, the traveler may attach a personal check to the DPA Form, pay the Cashier's Office directly, or deposit the excess on a Money List. If the traveler has repaid the travel advance, the traveler must attach a copy of the Cashier's receipt or Money List to the DPA Form.
4. You should receive your travel reimbursement check from the Accounts Payable Department within three to five days after submitting your DPA Form.
5. If you do not submit a DPA Form with the full amount of the advance deducted from the voucher or repay the travel advance within fifteen (15) working days after you return from the trip, you will be billed by the Bursar's Office. Interest will be assessed on delinquent travel advances. If the travel advance plus any accrued interest is unpaid after ninety (90) days, the amount of the travel advance and accrued interest may be deducted from the your paycheck.

Comments may be sent to UBPPM@UNM.edu
<http://www.unm.edu/~ubppm>

[Contents](#)

[tion 4000
Contents](#)

[Policy Listing](#)

[Forms](#)

[Index](#)

[Annual Homepage](#)

[? Homepage](#)

[1 Homepage](#)

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