

# University of Louisville

## Travel Advancement

### Requirements & Rules

#### Travel Advancement Requirements:

- Traveler understands that receipt of a travel advance constitutes a personal obligation evidenced by their agreement to requirements and rules by submission of a cash advance request.
- Traveler understands and agrees to submit a travel expense report to reconcile the travel advancement no later than thirty (30) days after completion of their trip. The travel expense report will be supported by credible documentation sufficient for audit and that meets University Travel Policy requirements. Travel expense reports that are submitted more than 60 days after the trip return date will be subject to *IRS Publication 463* and will be reported as taxable income to the employee and subject to employment and income tax withholding.
- If traveler cancels trip or otherwise does not make the trip for which the travel advance was intended, and the funds are not returned to the University within 30 days of either the cancellation or the date the trip was scheduled to begin, as applicable, the University may pursue all available legal remedies to recover the money.

#### Travel Advancement Rules:

- Traveler should not pay any state sales tax in any state where the University would otherwise be tax exempt. A listing of state sales tax exemption status can be found on the Controller's Office website.
- Traveler should not use travel advance to make payment for items outside the trip dates. The advance is specifically for trip expenses while in travel status.
- Traveler will not pay for any services rendered to any individuals. Payment for services is an IRS reportable transaction, and as such, must be handled directly via the accounts payable system with the appropriate documentation.
- Traveler will obtain receipts for any expenses \$30 and above. If traveler is in an area of the world that does not readily provide receipts, please purchase a receipt book before trip departure. Travel will ensure that signatures are obtained from payees anytime a payment is made (i.e. writing a receipt from the receipt book without a signature is not acceptable documentation).
- Traveler will not use advance to purchase supplies and items for the trip beforehand that could have been purchased with a procurement card or through the procurement process. The University's procurement rules will be enforced.