

University of Massachusetts, Amherst
Controller's Office Cash Advance Request for Travel/Program Expenses
EMAIL this completed application to:
advancesandgifts@admin.umass.edu

Cash advances can be requested by University employees who plan to travel for University business in foreign locations where using the University bank card is not feasible. Prior approval and registration in the University travel registry is required. A cash advance application must be filed separately for each trip. All employees requesting a cash advance must be active in the University employee vendor system to receive a cash advance check. Prior to submitting this application, use the Supplier Request Form in Buyways to request an employee vendor profile be added to the vendor system for the requesting employee for the purpose of receiving a cash advance (if they have not yet been added). Once the employee is active in the employee vendor system, the completed application can be submitted to advancesandgifts@admin.umass.edu.

Allow 2 weeks for processing and mailing of the A/P check.

Please describe the reason that you are applying for a cash advance (Include Pre-Travel Terradotta ID #):

Date of Request: _____

Invoice Number (Auto Populated): _____

Amount Requesting: \$ _____

Requesting Employee Information:

Employee Name (Last, First): _____

Employee ID: _____

Employee Street Address: _____

City: _____ State: _____ Zip: _____

Please note: The cash advance check will be mailed to the employee address listed above

Preparer Information:

****To be completed by department business office**

Preparer Name (Last, First): _____

Department: _____

Preparer email address: _____

Chartstring for Travel/Program Expenses:

Speed Type: _____ Fund: _____

DeptID: _____ Program: _____

Class: _____ Project/Grant: _____

Account: 113000

****113000 is the default cash account for cash advances. The requesting department should provide breakdown of travel expenses and their associated expense account codes upon settling.**

Travel Return Date / Program End Date: _____
**The end date cannot exceed the end date of the sponsored project (if grant funded).

Requesting Employee Acknowledgment

I acknowledge that I am a regularly benefited UMass employee.

I acknowledge that this advance is only to be used for the intended purpose as described above and is appropriate for the chartstring/fund assigned.

I acknowledge that all receipts for travel expenses made using the cash advance must be retained, the receipts are needed to reconcile the amount of the cash advance used during settlement. Settlement documentation should include individually collected receipts which include the date of expense, purpose, amount, and an acknowledgment that the expense was paid.

I acknowledge that settlement documentation must be emailed to advancesandgifts@admin.umass.edu. Settlement documentation should NOT be mailed.

I acknowledge that any unused /unsettled funds will be paid back to the University. Reimbursement of unused funds can be mailed to the Controller's Office Attn: Cash Advances 100 Venture Way, Suite 201, Hadley, MA 01035.

I acknowledge that mileage expenses must be accompanied by map documentation displaying the travel route from a resource such as Map-quest or Google Maps. The following expense tracker should be used to itemize travel/ program expenses: [The Controller's Office International Travel Expense Settlement Log](#).

I acknowledge that international currency exchange receipts detailing transaction fees associated with the exchange must be retained. If a receipt for the currency exchange cannot be obtained, the date of the exchange should be noted and the following Online calculator can provide a printed .PDF documentation showing the prevailing international currency conversion rates for that specific day: [OANDA Currency Converter](#)

I acknowledge that all advances should be settled or paid back to the University within 10 business days after the travel return date on this request form. Any advances that are not settled within 60 days of the end date will be considered delinquent. Advances not settled within 120 days are considered taxable. Advances on sponsored grants must be settled to allow for timeliness of billing and final reporting.

I acknowledge that If advances are not settled within 90 days, the Controller's Office will work with me, the department head, and Principal Investigator (if applicable) to settle the advances. The employee with delinquent advances will not be allowed to submit applications for advances until the delinquent advance is settled. The designated Vice Chancellor and HR will be notified of any outstanding advances beyond 120 days. Extensions may be granted under certain circumstances.

I acknowledge the travel requirements in the [University of Massachusetts Business and Travel Expense Policy](#).

<p>Department Approver Acknowledgement: By approving this cash advance to the requesting employee, I am responsible to ensure that the cash advance is settled in an appropriate and timely manner as required in these guidelines. I understand that the department is responsible to pay back any unused / unsettled funds.</p>
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Requesting Employee Signature: _____

Supervisor Signature: _____

Principal Investigator (if requesting advance is on Sponsored Funds): _____

Department Head: _____

Controller's Office Signature: _____

(Email to: advancesandgifts@admin.umass.edu for Controller's Office Signature)