INSTRUCTIONS FOR REQUEST FOR TRAVEL ADVANCE

August 2012

The Travel Advance form is used to request an advance before a trip or conference. The advance amount goes into a holding account and is not charged to the department code until the claimant completes a Travel and Expense Report after the trip is completed.

Date Required	Input the date that you need to receive the cheque by. Please leave sufficient time for Accounts Payable to process the cheque. This is usually 7 business days. If circumstances make it necessary for you to have the cheque in a shorter length of time, please note this on the form and have it hand-delivered to Accounts Payable. Travel advances are issued only within 30 days of the conference or trip.
Payee Information	Input name and department of the payee. If the cheque is to be mailed through Canada Post, please include the full mailing address including the Postal Code.
Delivery Information	Select the delivery method required. If picking it up, include your name and extension.
Cheque Payable In	Select from the drop down method whether the cheque is to be payable in Canadian and US dollars.
Advance Amount Required and Fund Type	Advance requests are processed for amounts between $1,000 and $5,000.
Date of Conference or Trip	Advance requests are issued within 30 days of the date of the conference or trip. Filling in this date will help Accounts Payable get the advance to you in time. Please submit the advance request to Accounts Payable seven business days before the advance is required. If for some reason, you learn of a trip with less than seven business days' notice, please have someone walk the request up to Accounts Payable and ask for a cheque to be processed more quickly.
Purpose of Advance	Please give a brief description for the purpose of the advance and provide an estimate of the nature of expenses to be incurred. Attach supporting documentation such as conference advertising or travel itinerary.
Expenses will be Eventually Charged to	This information is needed to help track down advances that have not been cleared by the Travel and Expense Report. All advances for travel prior to April 30th should clear before the first Friday in May to be included in the correct fiscal year.
Signature	Correct signatures are vital to prompt processing of payment request. Forms with incomplete or incorrect signatures will be returned.

Payment Requestor	This signature is required if the person filling in the form is not the person to whom the payment will be made.
Claimant	The claimant's signature acknowledges that he/she is aware of the information contained in the advance section of the Travel & Related Expense Policy. Some of the relevant information in the policy are: • Outstanding advances are considered the responsibility of the recipient. • Further advances will be withheld until older advances are cleared. • Invoices older than 90 days from the date of travel will be considered personal expenses and invoiced accordingly. • A Travel and Expense Report must be submitted with original receipts when the claimant has returned. • Boarding passes or conference registration are required as proof that the claimant made the trip. • Advances older than 120 days from the date of travel will be payroll deducted from future payroll payments.
Authorized Approver	The signature of the authorized approver is required since the cheque will be paid to the claimant. The authorized approver is authorizing the trip but is not authorizing individual expenditures as being eligible under University policy. Once the conference/trip is complete, the claimant must fill out a Travel and Expense Report and have the authorized approver approve the actual expenditures.