

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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TRAVEL ADVANCE
4.2
REV 05/05
Finance and Administration
425.352.5235

OVERVIEW

Per diem advances are primarily requested by University travelers without a [VISA individual travel account](#) in order to get the money beforehand to be used **only** for meals and lodging on a trip. VISA cardholders may get advances for trips to remote locations where VISA is not accepted. Travelers requesting advances must be on the current University payroll, have no outstanding advances, and be requesting more than \$300. The advance is to cover a period not to exceed 90 days. The Travel Advance Request must be received by the Seattle Travel Office no fewer than **10 business days** prior to the traveler's departure.

POLICY

University employees who do not have a University-issued travel VISA, or are traveling to a location that does not accept VISA, may request an advance to defray their out of pocket expenses for meals and lodging, as per [R.C.W.43.03.170-200](#).

PROCEDURES

If a travel advance is necessary because the traveler does not have an Individual Travel VISA or if the traveler's destination does not accept VISA, the traveler may request a travel advance. The traveler should complete sections 1- 19 of the UW Per Diem Advance Request form. Please refer to the [GSA per diem rate website](#) to determine the per diem rate for the travel destination.

The traveler should route the completed form to his or her supervisor for their approval. The approved form should then be routed to the UWB [Travel Coordinator](#) at Box 358525. The Travel Coordinator will review the Advance Request form to ensure completeness and then forward the request to the UW Seattle Travel Office. The Travel Coordinator must receive the Advance Request no fewer than 15 business days prior to the beginning of travel in order to complete any additional paperwork and forward the request to the UW Travel Office to meet the Travel Office deadline.

After the trip is completed, the traveler should fill out a [Travel Expense Voucher](#) (TEV) listing their actual travel expenses and referencing the per diem advance. The TEV should be submitted to the Travel Coordinator within 10 days of the completion of travel. If the amount of the advance was greater than the total of the travel, then the traveler must reimburse the University for the difference. The reimbursement to the University should be made by attaching a personal check for the amount of the reimbursement, made payable to UWB, to the TEV.

FORMS

UW Per Diem Advance Request

<http://www.washington.edu/admin/travel/forms/pda.pdf>

UW Travel Expense Voucher (TEV)

<http://www.washington.edu/admin/travel/forms.html>

ADDITIONAL INFORMATION

UW Travel Advance Policy

<http://www.washington.edu/admin/travel/per.diem.advance.html>

GSA Travel Information

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8203&channelId=-13224>

Washington State Legislature Revised Code of Washington Title 43, Chapter 3, Sections 170-200

[R.C.W.43.03.170-200](#)

CONTACT INFORMATION

[F&A Travel Coordinator](#) – 425-352-5235