**Travel or Expense Advance Request – Instructions**

**General Information:**

Only employees of the University, its students and postdoctoral fellows may receive travel or expense advances.

Advances are issued only to cover out-of-pocket expenses that cannot be paid for by other preferred methods. Advances will not be issued to pay for airline tickets or other expenses that can be direct-billed to the University. (see Procedure 3301 PR.01 Making Arrangements for University-Related Travel). For other expenses, Accounts Payable normally processes reimbursements within 3 business days of receipt of the reimbursement request form (ER for employees, CR for postdoctoral fellows or non-employee students). Small-dollar out-of-pocket expenses can be reimbursed from petty cash funds. Therefore, advances should not be necessary in most cases.

**Definitions:**

- **Short-term advance:** Limited amounts advanced for anticipated out-of-pocket travel expenses, for travel of up to one month.
- **Long-term activity advance:** A type of expense advance for approved and funded long-term research projects or other extended activities involving travel and/or other expenses. The duration of travel exceeds one month.
- **Expense advances should not be requested for amounts under $200.**

For more information refer to:

- Policy 3301 Traveling on University Business
- Policy 3305 Long-Term Activity and Other Expense Advances

*TO complete the form, provide the following information:*

**Payee information:**

1. Preparer's name and contact phone number are required.
2. TEAR #: enter the transaction control number, required for this form.
3. UPI#: University Person Identifier # is required.
4. Department name and affiliation.
5. Advance checks are mailed to the payee's home address on file in the Human Resources database, unless the Special Handling "Hold for Pickup" box is checked. If you check this box, Accounts Payable will call the preparer when the check is ready, at the phone number you provide on this form.

**Type of Advance** (choose one only):

- **Travel Advance:** See Definitions above. Only one travel advance may be outstanding for an individual at any time. If a traveler requires an advance for several consecutive trips, request a single advance sufficient to cover all the trips.
  1. Dates of Travel and Destination: Enter departure and return dates, and destination city, state, and country if outside the U.S.
  2. Business Purpose: State the purpose and justification for the advance. Attach a memo if needed. For long-term activity, include the expected start and end dates and an outline of how the advanced funds are to be spent.

- **Expense advance:**

3. Date Needed by and Amount: Enter amount for reasonable anticipated out-of-pocket expenses.
4. PTAEO: Enter the project, task, award and organization. Split-charging of advances is not possible at present.

**Authorizations:**

The payee must sign the advance request form. By signing, the payee agrees to the Payee statement next to the signature space; please read it carefully.

The department business manager or designee must review and authorize the form. By signing, the authorizer agrees to the Authorizer statement next to the signature space; please read it carefully. Approvers of advances to students or postdoctoral fellows are responsible for ensuring that such advances are fully accounted for.

If primary or secondary country is one of the following OFAC embargoed countries: Myanmar (Burma), Sudan, Syria, Iran, Cuba, or North Korea, forward request to Director, Corporate Contracts and Export Control Licensing, Donald Deyo (Donald.Deyo@yale.edu) for approval prior to completing form or processing request.

**Submit the Form:**

If cash or traveler's checks are requested:

- Amounts up to $10,000: Payee must bring the original signed form and one copy of the form directly to Treasury Services (Central or Medical School). Payee must present valid Yale ID to receive cash or traveler's checks.

- Expense advances greater than $10,000 must be approved by the Dean, Chair or Department Head.

- Expense advances greater than $25,000 must be further approved by the Controller.

If a University check is requested (any amount), submit the original signed form to Accounts Payable, 344 Winchester.Medical School. Payee must present valid Yale ID to receive the check. Payee must bring the original signed form to Accounts Payable.

Advances will not be issued earlier than 1 week prior to the start of travel or activity.

**Clear the Advance:**

The advance must be cleared no later than two weeks (10 business days) after the end date of travel or occurrence of the expense, by submitting an Employee Reimbursement form (for employees) or Check Request (for postdoctoral fellows or non-employee students). For long-term activity advances, expenses must be accounted for at least monthly, by submission of the relevant form and receipts.

See detailed ER and CR procedures.