Request for Travel Cash Advance

Policy

Utilize this form to obtain travel cash advances charged on the Tulane Business Card. The cardholder incurs the responsibility to pay these charges. The Tulane Business Card enables eligible employees to charge their expenses to the card and obtain travel cash advances against the card without an associated cash advance fee. The University pays travel reimbursements directly to the employee. The employee cardholder bears responsibility for financial obligations of the Tulane Business Card.

The formula utilized for travel cash advances is $50.00 for the initial day of travel and $25.00 per day thereafter. Employee travelers should use these advances to pay travel incidentals such as tips, taxis, and tolls. Report such expenses with receipts on the Request for Travel Advance and Reimbursement form and the accompanying Travel Expense Itemization Sheet. Request advances for foreign travel on the Request for Travel Advance and Reimbursement form. The University will bill such advances to the individual through the Accounts Receivable department.

To obtain a cash advance for University travel, the employee must present the completed Request for Travel Cash Advance form along with the employee's Tulane Business Card and University ID to the Bursar's Office (for Uptown employees) or the Medical Bookstore (for Tulane Medical Center employees).

The Bursar's Office or the Medical Bookstore will compare and verify the employee's signature on the Tulane Business Card, staff ID, and the form. These offices will also verify the authorizing signature on the form before releasing the travel cash advance.

Department Heads must notify employees who are eligible for University travel to request the Tulane Business Card. Eligible employees who are authorized to request the card and who do not do so assume responsibility for advance financing of domestic travel.

Refer to the Travel and Other Business Expenses Policy statement approved by the University Senate on 4-22-96, to insure compliance with University policy.