

THE CATHOLIC UNIVERSITY OF AMERICA

EMPLOYEE TRAVEL ADVANCE AGREEMENT

This Agreement must be completed and returned to Accounts Payable before the Travel Advance Check is issued. Minimum Travel Advance is \$300. Inquiries may be directed to Lisa David, Accounts Payable Director, x5854.

The University provides travel advances to assist with the required travel needs of its faculty and staff. In accordance with the CUA Travel Policy: a **“Travel Expense Report must be submitted to the Accounts Payable Office as soon as possible but no later than 15 days following completion of the Trip.”**

I, _____ have requested a travel advance of _____
PRINTED NAME AMOUNT

for travel to _____ on _____.
DESTINATION TRAVEL DATES

Does employee have a Corporate Card? Yes _____ No _____

If “yes”, employee travel advance request should only be for expenses that cannot be paid using the Corporate Card.

Is the employee a staff _____ or Faculty Member _____

Students cannot get travel advances (see Travel Policy)

As an employee of The Catholic University of America, I understand and agree to the following:

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- This Travel Advance is for my exclusive use as it relates to the above request.
- One trip per Travel Advance.
- No Travel Advance will be issued after the departure date.
- Travel Advance received for foreign travel will be deposited into my US bank account. I will not take the university funds as cash on my foreign trip and the university will not be liable for any loss of my personal property, including cash, during my trip.
- This Travel Advance will be reported on a Travel Expense Reimbursement Form. Original itemized receipts will be attached to the Travel Expense Reimbursement. The Travel Expense Reimbursement will be submitted within 15 days after the completion of the trip.
- Any unused funds from the Travel Advance will be returned to the Cashier’s Office within 15 days after the completion of the trip. All checks should be payable to: The Catholic University of America. Your receipt should contain the following information: your name, travel purchase order number and complete chartfield. A copy of the receipt should be attached to the Travel Expense Reimbursement when it is submitted to Accounts Payable.
- No additional advances or reimbursements will be processed if a travel advance is past due.
- If the Travel Expense Reimbursement has not been completed and sent to Accounts Payable within thirty (30) days after my return to CUA, the **University is hereby authorized to deduct the amount of the Travel Advance from my payroll check.**

SIGNATURE

DATE

TRAVEL PURCHASE ORDER#

CUA DEPARTMENT

ADDRESS

TELEPHONE#

PLEASE RETURN THIS FORM TO ACCOUNTS PAYABLE OR FAX IT TO x5848

Email: CUA-AccountsPayable@cua.edu