
UNDERSTANDING OF PROCEDURES

TO: OBERLIN COLLEGE STAFF
FROM: LAURI HUBACH / AP MANAGER
SUBJECT: REQUESTING TRAVEL ADVANCES
DATE: EFFECTIVE JULY 1, 2023
CC: CONTROLLER'S OFFICE

Travel, Meals, and Entertainment Policy – Travel Advances

An advance may be requested to cover out-of-pocket, incidental expenses while traveling domestically. A Travel Advance is meant to cover expenses that cannot be reasonably charged to a charge card. Requests for advances should include the description of the circumstance that requires the advance and a brief budget for the requested amount.

Upon return from the trip, actual receipts must be submitted to Accounts Payable within 30 days from completion of the trip. Failure to account for a Travel Advance within this time frame may result in the amounts being considered taxable income for employees.

How to Request a Travel Advance

Oberlin College Staff must submit a cash advance request through Chrome River completing the required steps:

1. Create an expense report. The title must start with **ADVANCE** + Brief Description of Travel (ie: ADVANCE Toronto Conference, ADVANCE NEMLA 2023)
2. Attach signed copy of Staff Cash Advance Agreement (electronic signature is encouraged)
3. Attach any applicable documentation
 - Flight receipts/confirmations
 - Hotel booking receipts/confirmations
 - Registration receipts/confirmations
 - Agenda

Approvals will naturally flow through Chrome River as required by the Travel, Meals, and Entertainment Policy.

Once the cash advance is processed by Accounts Payable, a hold will be placed on any future payments you may receive from accounts payable (does not include payroll) until the cash advance has been reconciled.

How to Reconcile your Travel Advance

Within 30 days of your travel, you will be required to submit all actual receipts through Chrome River by completing the following steps:

1. Create an expense report. The title must start with **ADV REC** + Brief Description of Travel (ie: ADV REC Toronto Conference, ADV REC NEMLA 2023)
2. Include **ALL** receipts for the corresponding trip only. Please do not crossover trips or other expenses.

When the actual expense report is submitted through Chrome River, the hold will be removed from your accounts payable account and any balance due will be paid in the next check run. If an amount is owed by you (underutilized cash advance), please send the payment attention Accounts Payable.

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COLLEGE & CONSERVATORY

Office of the Vice President for Finance and Administration

Controller's Office ***Staff Cash Advance Agreement***

Expected date(s) of expenditures (dates of travel):

I understand, in accepting this advance, that I am required to submit an expense report along with original itemized receipts to the individual / department who authorized the advance, for review and approval. If the funds were used for traveling, the approved expense report is due to the Controller's Office within 30 days upon the completion of my trip; otherwise, receipts are due after funds are spent. I agree to repay the unused portion of my advance by sending a check made payable to *Oberlin College* to the Controller's Office.

According to Oberlin's Travel and Entertainment Guidelines, I will not be eligible for new advances or other reimbursements as long as an advance reconciliation remains past due. Advances not reconciled within a reasonable period of time will require the recipient to repay their advance.

My signature below acknowledges that I understand the terms of receiving this cash advance.

Accepted and Agreed by Payee

Date of Signature

****PLEASE ATTACH AGENDA & BUDGET****

Effective: 07/20/2023