

## UC Berkeley TRAVEL ADVANCE REQUEST

UC Berkeley employees with a US Bank Corporate Travel Card may obtain cash advances for business travel at any ATM displaying the 'PLUS' network symbol.

If your needs for travel cash cannot be met by the US Bank Corporate Travel Card:

1. Complete, print, and sign this form. Obtain signature from authority approving travel expense.

2. Scan the form and submit as an attachment to a Payment Request form in BearBuy.

- **Travel advances are intended to be used for meals and daily subsistence expenses**
- **Travel advances will only be issued within 30 days of when an expense is to be paid or incurred**
- **A traveler should have only one outstanding advance per trip**
- **Each advance should be accounted for before another advance is granted**
- **Advances will not be issued if a traveler's University sponsored US Bank Corporate Travel Card is canceled for delinquency or non-payment**

**Travel Advances are not to be used to purchase airline tickets.** Travelers on University business may use the Direct Bill program to pay for airfare booked through one of UC's travel agencies. Contact an agency through the Connexus travel portal. [Learn more about Direct Bill.](#)

Name \_\_\_\_\_ Payroll Title \_\_\_\_\_

Department/Name/Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Employee ID # \_\_\_\_\_

Travel Dates: From \_\_\_\_\_ To \_\_\_\_\_ Business Purpose \_\_\_\_\_

Destination(s) \_\_\_\_\_

**Amount of advance requested** \_\_\_\_\_

Travel budget with estimated costs:  
Explain how the funds will be used

Reason US Bank Corporate Travel Card is not used for advance: \_\_\_\_\_ Non UC employee / student

Unusual needs (i.e., group travel) Explain: \_\_\_\_\_

ATM/Bank not available at destination \_\_\_\_\_ Employee does not have US Bank Corporate Travel Card

Traveler's signature below indicates agreement with:

- Traveler will submit a true and complete expense report within 45 days of the trip return date
- If the amount advanced exceeds the amount spent, traveler will return all unused funds within 45 days of the trip return by sending a check payable to 'UC Regents' to Central Accounts Payable
- Traveler acknowledges that non-compliance with these policies may result in some or all of the travel advance funds being reported as taxable income.
- Central Accounts Payable may contact the authorizer noted below should the advance not be cleared timely.

\_\_\_\_\_  
Traveler's Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Expense Authorized by: Name (print) \_\_\_\_\_ Title

\_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date

**CENTRAL ACCOUNTS PAYABLE**  
Attn: Travel Advance  
101-B Warren Hall, 2199 Hearst Ave. MC 1101