Cash Advance Procedure

I) Eligibility:
Based on the Travel Policy 2.11 - Section IV on Advance Payments, a cash advance may be issued to a traveler when the following circumstances would cause undue financial hardship:

a) OSU students traveling on behalf of the university - 100% of the total estimated cost can be advanced.
b) OSU faculty or staff leading a group of students - 100% of the total estimated cost can be advanced.
c) OSU faculty or staff traveling internationally - 80% of the total estimated cost can be advanced.

II) Restrictions:
1) Some research projects may have limitations on giving a cash advance. The Office of Sponsored Research (OSP) will confirm whether or not the restrictions exist.
2) A cash advance request will not be approved when the traveler is adding vacation time to the business travel.

III) Process:
A) Initiating the cash advance request:
The cash advance has to be first initiated by the traveler. He/she:
1) Marks the box for the “Cash Advance on the “Prepayment Section” on the Travel Worksheet.
2) Includes a reasonable amount on the same section where it says: “Amount $ ______________.” Cash advance will not be applicable to cover the cost of registration but may be applied to per diem or lodging expenses.

3) Presents the travel worksheet along with supporting document(s) to the appropriate personnel at ESL.
   a. Supporting documents: Best way to support your request for cash advance is through a spreadsheet that demonstrates different categories of expenses for which the cash advance is requested. Below table is a sample for your reference. Add more categories if applicable to your case.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Cost</th>
<th>Unit</th>
<th>Multiplier</th>
<th>Total</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>Apartment Rental</td>
<td>$1,000.00</td>
<td>/month</td>
<td>2</td>
<td>$2,000.00</td>
<td>Leases end August 1</td>
</tr>
</tbody>
</table>
| Lodging        | Hotel               | $500.00    | /week | 2.5        | $1,250.00 | First and last weeks, apartment may not be available  
|                |                     |            |         |            |                                           | and in Arlington (6.5) for only weekdays for 11 weeks. |
| Mileage        | Daily driving       | $0.54      | /mile  | 308        | $166.32   |                                            |
| Food           | 5/24 - 8/13 (Arlington) | $69.00   | /day  | 31         | $5,599.00 |                                            |

| Total          |                     |            |       |            | $9,005.32 |                                            |
B) Review and Approval:

Once the traveler submits his/her travel documents to the appropriate staff at ESL the travel request goes through the approval process.

1) The travel initiator will enter the travel request into the eTravel and confirm all applicable and supporting documents are provided.
2) Once your travel request is approved by appropriate levels you will receive an email that will include a “T” (Travel) number. This T # will be your reference to all communications pertinent to this particular trip.

C) Entering the Cash Advance Request via eRequest:

1) After the traveler receives the T#, he/she will enter an eRequest in order to get the cash advance processed. In the eRequest the traveler must:
   a) Ensure “Standard Purchasing Request” button is selected under “Buy Something” section on the top left. This is a default selection on the screen.
   b) Enter a clear business purpose, such as: Requesting cash advance for my travel to XXXXX, XXX as detailed in my travel request T#........ The cash advance will cover XXXX, XXXXXX.....
   c) Enter his full name, OSU ID # and home address on the Vendor/Payee Information section.

2) After the eRequest is entered the OSP will check whether or not there are any restrictions on the OSURF projects for cash advance.

IV) Check or Direct Deposit:

OSU sends the funds every Tuesday and Thursday morning for anything that was approved by close of business on previous day. If the traveler is on direct deposit they should get it within 1-2 business days, depending on his/her bank’s processing times. If the traveler is not on direct deposit, the only way he/she can receive the cash advance will be by check, which implicates that these transactions would have to be processed prior to the traveler’s departure; therefore, all paperwork for this travel and cash advance may need to be presented at least two or three weeks in advance to ensure the check is received by the traveler in time.

V) Post Travel:

Expenses associated with a cash advance must be documented by original, itemized receipts or equivalent documentation and must be reconciled and substantiated within 30 days of completion of the trip. Any cash in excess of the approved reimbursable expenses must be returned to the appropriate departmental account or sponsored project within 30 days of completion of the trip.