

UTSA Financial Affairs

Travel Advance Request (TAR)

Instructions: Departments should submit the advance request at least 10 business days prior to the trip departure date to ensure sufficient processing time. This form is required if: 1) the cash advance request is over \$10,000, and, 2) if there is a Student Advance Responsible Party. The approved TAR must be attached to the PeopleSoft Cash Advance request, Non PO or Single Payment Voucher. For more information, see the [Travel Reimbursement](#) and [Travel Advances](#) Guidelines.

Section 1 - Traveler				
Prepared by:	Department Name:		Phone:	
Traveler/Payee of Student Advance Responsible Party Name:				
Type of Traveler:				
Section 2 – Trip Information				
Travel Authorization ID:	Trip Departure Date:		Trip Return Date:	
Cash Advance Authorized Amount:	Comments:			
Business Purpose:				
Destination City:		State:	Country:	
Expense to Chartfield				
Fund:	Department:	CostCenter/Project ID:	Function:	PC Business Unit/Activity ID:
Does lodging exceed the GSA rate?		If yes, please explain:		
Is travel on state funds?				
Section 3a – Estimated Employee Expenses		Section 3b – Estimated Student Expenses		
Registration:		Meals:		
Airfare:		Lodging:		
Meals:		Other (baggage fees, parking, taxi, incidentals, etc.):		
Lodging:		Comments:		
Car Rental:				
Other (baggage fees, parking, taxi, incidentals, etc.):		Cash Advance Grand Total:		

Other (baggage fees, parking, taxi, incidentals, etc.):

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Note: Method of payment will default to the individual's preferred payment selection in Employee Self Service (ESS)

Section 4 – Certification

Promissory Note - Terms and Conditions: I promise to make full repayment to The University of Texas at San Antonio immediately should the trip be canceled for any reason. Within 30 days after returning from this trip, I promise to provide all required documentation with my properly executed Travel Reimbursement Form when applicable. Failure of the traveler receiving a travel advance to substantiate the travel expenses or to return the unspent portion of the travel advance within 30 days will have the advance reported as income subject to applicable payroll withholding tax in accordance with IRS regulations.

Responsible Parties	Signature	Date:
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Traveler or Student Advance Responsible Party:

If the traveler is also the Department Manager, the traveler's immediate supervisor must sign the TAR. The Department Manager/Supervisor signature below recommends approval of a travel advance because the out-of-pocket costs will present a financial hardship for the traveler.

Responsible Parties	Signature	Date:
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Department Manager/Supervisor Name:

If the advance is over \$10,000, a vice president, dean, vice provost or associate/assistant vice president/dean. The signature below recommends approval of a travel advance because the out-of-pocket costs will present a financial hardship for the traveler.

Responsible Parties	Signature	Date:
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Vice President, Dean, Vice Provost or Associate/ Assistant Vice President/Dean Name:

Submission Instructions:

Once signature approvals are obtained Travel Advance Request form must be attached to the Cash Advance request, Non PO or Single Payment Voucher in UTShare/PeopleSoft.