



**Date:** June 8, 2010  
**Memo To:** Divisional Business Representatives (DBRs) and Financial Manager Meeting (FMM)  
**From:** UW-Madison Accounting Services  
**Subject:** **Updates Coming for Policy 302-Travel Authorizations and Cash Advances (formerly Travel Advances)**

UW-Madison Accounting Services will be updating Policy 302-Travel Authorizations and Cash Advances (formerly Travel Advances) to coincide with the end of paper processes for travel and expense reimbursements and the full implementation of e-Reimbursement on the UW-Madison campus. Please make note of the following:

- All references to the Travel Expense Report (TER) have been removed from the policy.
- Procedures for creating a Travel Authorization/Cash Advance are now included in the policy document.
- All employees must contact their Dean's/Divisional office to be activated to use the Cash Advance feature in e-Reimbursement. (Dean's/Divisional offices submit the Cash Advance Activation Form for the employee.)
  - Please allow three business days to activate the Cash Advance feature before submitting.
- Employees may create a Travel Authorization without also creating a Cash Advance.
  - If an employee creates a Travel Authorization without activating the Cash Advance feature, the e-Reimbursement system will not allow a Cash Advance to be created for the employee.

***Important information about the Travel Authorization and Cash Advance when using e-Reimbursement:***

- An employee **MUST** submit a Travel Authorization to subsequently obtain a Cash Advance.
  - If a newly hired employee has approved moving expenses, an e-Reimbursement Travel Authorization/Cash Advance may be submitted by an Alternate.
- The e-Reimbursement Approver must approve both the Travel Authorization AND the Cash Advance.
- All Cash Advances obtained through e-Reimbursement must be reconciled by creating an Expense Report from the existing Travel Authorization that created the Cash Advance.
- **Please review all of the steps of the procedure** outlined in [Policy 302-Travel Authorizations and Cash Advances](#) (formerly Travel Advances).

Please contact your Dean's/Divisional office with questions about obtaining a Cash Advance through the e-Reimbursement system. [Contact the DoIT Help Desk](#) with problems concerning the e-Reimbursement system.

**Accounting Services**

University of Wisconsin-Madison • 21 N. Park Street, Suite 5301 • Madison, Wisconsin 53715  
608/262-1214 • Fax: 608/262-5060 • <http://www.bussvc.wisc.edu/acct/acct.html>