

Texas A&M University-Kingsville

Cash Advance Checklist for Traveling with Students

*Cash Advances are only available when TAMUK employees (Faculty/Staff) travel with students. The full-time TAMUK employee (Faculty/Staff) that picks up the cash advance is responsible for the cash during the trip and for turning in the itemized expense receipts and unused cash (if any) within four (4) days of returning from the trip. **Cash is available to students only.** Faculty/Staff travelers should utilize their University Travel Card for employee and student travel expenses as much as possible.*

Getting Started – Requesting Cash Advance

- Check the Dean of Students' [Student Travel Procedures webpage](#) for forms and approval process for student travel.
- **Submit detailed Departmental Requisition, [Cash Advance Itinerary](#), and back-up documentation at least 10 business days prior to trip departure to Travel Services, College Hall, Room 121.**
- Back-up documentation includes the following: agenda or schedule of events and list of students with K #'s.
- Employee and Department Head approval signature required on Cash Advance Itinerary.
- Use [Allowable GSA rates](#) to estimate funds needed for travel. If destination is not listed, use standard rates.
- Use State Contracted hotels unless there is an exception. Go to [TexTravel website](#) for list of State Contract Hotels.
- Department Head approval signature required on Department Requisition.
- Specify date and time cash will be picked up – no later than 3:00pm.

During Your Trip

- **ITEMIZED receipts are required for all student travel purchases.** Inform vendor, before service begins, that an itemized receipt is required.
- [Tax-Exemption forms for Hotel Occupancy/Motor Vehicle Rental](#) and/or [Sales Tax Exemption](#) must be used when applicable in Texas.
- Submit [Tax Exemption forms](#) (in Texas) before service begins; before ordering meal, renting vehicle, or at hotel check-in.
- Lodging receipts must show a zero balance - Ask at checkout. It is the traveler's responsibility to check receipt.
- No tips allowed on State Accounts, however, tips charged to local account are allowed up to 20% of the ticket amount. Beware of included gratuities for large parties - do not tip again. Any tip amount over 20% will be the responsibility of the employee and must be reimbursed to the University.
- No alcoholic beverage purchases allowed.
- No gift card purchases allowed.
- No entertainment expenses allowed (movies, theme parks, museums) unless pre-approved by department head.

After Your Trip

- **Submit ORIGINAL ITEMIZED receipts with completed [Expense Statement](#) within four (4) days of return/trip end date.**
- Separate receipts, categorize by lodging, meals, gas, etc., and tape to copy paper in an organized fashion.
- [Expense Statement](#) amounts should match category totals of receipts.
- Department Head approval signature required on Expense Statement.
- Current travel cash advance must be settled prior to receiving another advance.