



**Policy: Cash Reimbursements**

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Bursar's Office Policies and Procedures

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Policy

The University permits cash reimbursements of up to \$100, for out-of-pocket business related expenses, to employees whose departments do not have a petty cash account. These instances should be rare. If there is a frequent need within the department for employee reimbursements, a petty cash account should be established.

The University also permits cash reimbursements of up to \$100 for out-of-pocket travel related expenses when use of the Procurement card is not possible.

Original receipts are required for all expenditures in order to obtain reimbursement. All personal reimbursements exceeding \$100 should be submitted to the Procurement Department for issuance of a check.

Since most travel-related expenses can easily be charged to the Procurement Card, travel advances should not be necessary. However, for those travelers who do not have a University Credit Card, Villanova will issue a cash advance of up to \$50 per day for domestic travel or \$100 per day for foreign travel. Travel advances are issued to Villanova employees only. Students or grad assistants are not permitted to receive advances. When traveling with large student groups or teams, advances must be issued to the advisor or coach. The advisor or coach will be permitted an advance of up to \$50 per person per day to cover expenses.

Procedures

**Travel Advances**

A Request for Payment (RFP) form must be submitted to receive a travel advance. The Bursar's Office will issue cash advances of \$50 per day for domestic travel and \$100 per day for foreign travel. Additionally, the Bursar's Office will issue cash advances up to \$50 per person per day for student group travel. Advances for student groups must be issued in the advisor's name and the RFP form must include the number of students traveling and the beginning and ending date of the trip.

In addition to the cash advance, the Bursar's Office will give the traveler a memo containing the advance number. This number must be referenced when filing the Travel Expense Report. In order to receive an advance, the RFP must be for at least \$50.

All advances issued for athletic travel must have approval from the Athletic Business Office.

## **Travel Expense Reimbursements**

When the traveler returns from the trip, a Travel Expense Report (TER) must be completed and submitted within thirty days. All receipts pertaining to the trip are to be attached to the TER. For reimbursements with a travel advance, the advance number must be referenced on the TER. If the reimbursement is \$100 or less, it can be taken to the Bursar's Office for cash. Reimbursements exceeding \$100 should be sent to the Procurement Department for issuance of a check.

If a cash advance was received and money is being returned to the University, a Travel Expense Report referencing the advance number and having all receipts pertaining to the trip attached, should be taken to the Bursar's Office along with the money being returned. **Do not send cash through inter campus mail.**

## **Business Expense Reimbursements**

The use of the University Procurement Card is preferred for business expenses. If cash or personal credit card is used, and reimbursement will be less than \$100, a *Request for Cash Reimbursement* must be completed and have all receipts pertaining to the business expenses attached.

If the reimbursement is \$100 or more, a *Request for Reimbursement* must be sent to the Procurement Office for issuance of a check.

**All reimbursements – cash or check – require original receipts and proper signatures of authorization.**

**For further information regarding the Policy and Procedures for Travel and Business Expense Reimbursement or the Policy and Procedures Related to Petty Cash, please refer to [www.finaffairs.villanova.edu](http://www.finaffairs.villanova.edu).**