

Cash Advance Form

Joint Committee on Gov't & Finance

Org# 2300

It is the policy of the State Auditor's office that post-travel reimbursement is the preferred and regular method for travel reimbursement. Only in exceptional circumstances will a cash advance be approved, and the employee must demonstrate good cause (i.e. employee financial hardship preventing outlay of money). An employee should submit this form at least 10 days in advance of the travel for consideration, and the decision made by the State Auditor's office is final.

Describe the "good cause" circumstance for the following cash advance request:

Payee:	Title:
Address:	
City, State, Zip code:	
Dates of travel:	
Purpose of Trip:	
Room Amount: (Must attach confirmation sheet to this request)	\$
Per Diem Requested	\$
Mileage (ONLY FOR OUT OF STATE TRAVEL)	\$
Other expenses: taxi, airport fees, registration fees (if paying upon arrival), parking etc	\$
Total Amount Requested for Trip	\$

Employee/Payee Signature: _____

For Fiscal Division use:

OASIS Doc ID: _____

Warrant #: _____

Deposit # & Date _____



CASH ADVANCE EXCEPTION REQUEST

West Virginia State Auditor's Office
1900 Kanawha Boulevard, East
Building 1, Room W-100
Charleston, West Virginia 25305
Telephone: 304-558-2251
Fax: 304-558-5200
www.wvsao.gov

Department: _____ Dept #: _____

Traveler Name: _____ Vendor #: _____

Traveler Address: _____

Date(s) of Travel: _____ to _____ Travel Destination: _____

Purpose of Advance: _____

<u>Estimated Costs</u>		<u>Important Information</u>
Meals:	_____	<p>No advances will be issued for <u>ANY</u> expense that can be placed on a P-Card.</p> <p>Additionally, any meal allowance requests <u>MUST</u> be accompanied by the appropriate GSA rate information and full calculation from the GSA website at www.GSA.gov.</p>
Mileage:	_____	
# of miles _____	_____ total	
Other (<i>Specify</i>):	_____	
_____	_____	
Total:	\$ _____	

I certify that extraordinary circumstances exist that necessitate the need to request an advance in funds to pay for expenses to be incurred while traveling on state business per the attached form. I am aware that I must settle the cash advance within 15 days of returning from the travel/event and submit itemized receipts as necessary. I understand that if I do not meet this requirement, my supervisor will be notified and my ability to request future advances will be revoked.

Payee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Agency Head Signature: _____ Date: _____



State of West Virginia
John B. McCuskey
State Auditor

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1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
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Fax: (304) 558-5200
www.wvsao.gov

To: All Agencies

Date: August 29, 2018

RE: TRAVEL CASH ADVANCE CHANGE (EFFECTIVE SEPT. 1, 2018)

Over the past several months, the Auditor's Office has been reviewing the practice of employees seeking cash advances for travel. For those unfamiliar with the practice, employees were historically allowed to seek payment of per diem and travel expenses prior to the trip, instead of being reimbursed post-travel. Upon return from the travel, the cash advance would then have to be reconciled by the employee to justify how the monies were spent.

Earlier this year, the office attempted to curb the practice by disallowing cash advances for incidentals and expenses that could be paid with the State Purchasing Card. However, the cash advances continue to be utilized as a matter of course, rather than an exception to the preferred post-travel reimbursement. The reimbursement method comports with the underlying state expenditure policy of only paying monies for services rendered.

There are understandable situations in support of a cash advance (i.e. employee financial hardship preventing the outlay of money). However, these situations should be the exception and not the norm. **Accordingly, effective September 1, 2018, the Auditor's Office will no longer approve travel cash advances.** This will ensure better accountability and documentation on a reimbursement basis.

While this will be the policy going forward, the Auditor's Office understands that unique situations and financial hardships may arise that warrant a cash advance. If such a situation arises, then for good cause demonstrated by the employee/agency, the Auditor may allow a travel cash advance to be provided. Such allowance by the Auditor will be deemed an exception to the policy of favoring reimbursement, and should not be expected to be granted as a normal course of travel.

If your agency or an employee with your agency believe a unique situation exists, please submit a travel cash advance form along with a written justification reflecting good cause for the cash advance. Consistent with prior policy, this request must be submitted at least 10 days prior to the travel.

Should you have any questions concerning this issue, please do not hesitate to contact Kelley Smith, Director of E-Travel, at (304)558-2261 ext. 2419 or PCard_Travel@wvsao.gov.