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- : The Travel Cash Advance will be sent to the traveler for electronic signature. Once the signed cash advance is returned, the Disbursement Center will approve the cash advance for payment and funds will be issued on the last Tuesday or Friday prior to travel.
 - : The Travel Cash Advance can be obtained no more than five business days prior to travel at the Treasury Services Office. Traveler must bring a copy of cash advance form and their UVM photo ID.

Contact travel@uvm.edu or 656-9803.

See also:

- [Travel Policy \(PDF\)](#)
- [Employee Reimbursements](#)
- [Travel Authorizations & Advances](#)