

## DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services  
Subject: Lump Sum Advance  
Issued by: Financial, Budget & General Services  
Number: 501.43  
Date Revised: 6/2006

---

Following are specific rules for the UM-Dearborn campus. For more detailed information see: [SPG 501.8](#)

To qualify for a lump sum advance, the following criteria must be met:

1. Travel will extend beyond two or more months, and,
2. Non-travel costs will be purchased (e.g., supplies, equipment, and personnel).

Note: Any travel extending beyond two months and using any type of advance should be reviewed with Financial & Budget Services, 1161AB, in advance.

### PROCEDURES:

1. Required Submission to Financial & Budget Services:
  - Submit [Lump Sum Advance Request Form](#) and [Lump Sum Advance Promissory Note](#);
  - Submit any Per Diem Request (in memo form, be specific);
  - Supply any Special Handling requirements for the check;
    - mailed to your home address or remote address, or
    - direct deposit to your personal bank account or to your remote bank account or
    - wired, or
    - type of foreign currency desired.
  - Submit [Lump Sum Advance Voucher](#) and [Lump Sum Advance Detail of Expenditure](#) forms and any funds remaining from the Lump Sum Advance at the conclusion of the trip to retire the [Lump Sum Advance Promissory Note](#).
2. ALLOW AT LEAST TWO WEEKS FOR HANDLING. (Per Diem requests further delay the request).
3. Requests including registration fees, equipment and personnel will be carefully reviewed. Therefore, providing additional information will expedite your request. Purchase Orders must be used wherever applicable.
4. Special procedures for extended trips: (Large dollar advances and vouchering requirements)

## DEARBORN ADMINISTRATIVE GUIDE

- Large dollar requests for very extended periods cannot be processed unless special circumstances apply. These requests must be divided into periodic requests (e.g., monthly or bi-monthly payments). A payment schedule and paper work should be arranged in advance with Financial & Budget Services.
- The traveler/custodian must make periodic expense voucherings to Financial Services. A good tip is to voucher the current portion when requesting an additional advance. Contact Financial Services (313-593-5410) if special circumstances exist which make it difficult to comply with this requirement.

SPECIAL NOTE: If the traveler must arrange transportation costs well in advance, the traveler may request a travel advance for these costs only. The travel advance must be vouchered on a [Travel & Business Hosting Expense Report](#) and should be returned in your lump sum advance.

5. A final accounting for any previously un-vouchered amounts is required within thirty (30) days after the return date on the request form. If any circumstance occurs that prevents the submission of the final [Lump Sum Advance Voucher](#) and [Detail of Expenditures](#) within 30 days of the final voucher date, the account coordinator for the account from which the advance was made should be notified in writing as soon as possible. In those cases where advances have not been properly accounted for within 30 days and no adequate explanation is received, a payroll deduction will be processed to recover the advances from University employees. This action is necessary to adhere to Internal Revenue Service regulations. If a payroll deduction becomes necessary, that employee will not be eligible to obtain a lump sum and/or travel advance in the future.
  - Financial & Budget Services contact person: Noel Hornbacher.

For more detailed information see: [SPG 501.8](#)

Forms referenced in this document include:

- [Lump Sum Advance Request](#)
- [Lump Sum Advance Voucher](#)
- [Lump Sum Advance Detail of Expenditures](#)
- [Lump Sum Advance Promissory Note](#)
- [Travel & Business Hosting Expense Report](#)