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PSC Travel is pleased to announce a new training course for Cash Advances [1]

December 20, 2024 by Staff [2]

Employees who request or approve cash advances for official university travel will be required to complete a dedicated cash advance training effective January 15, 2025. The course CU: Requesting Cash Advances for Travel [3] covers essential policies and procedures for requesting a cash advance, along with the responsibilities for obtaining and reconciling these funds. Completing the training helps ensure cash advance recipients and their approvers understand the required compliance and proper management of university resources.

All employees currently set up to request or approve cash advances are required to complete the training to maintain their request or approval status. If you are planning to request a cash advance in the new semester, you will need to complete the training before future requests will be processed. If you have any questions regarding training or need assistance, contact PSC@cu.edu [4].

PSC Travel [5]
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