

Cash Advance



DEFENSE FINANCE AND ACCOUNTING SERVICE

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DFAS-DFV

MEMORANDUM FOR DIRECTOR, OFFICE OF FINANCIAL OPERATIONS (FMO)

SUBJECT: Travel Advance Policy

This responds to the Navy's memorandum of July 3, 2001.

DFAS has rescinded the Travel Tech message (180651ZJUN97 Subject: Navy TDY/TAD Travel Advance Policy). We will issue guidance that directs all entitling activities to comply with the appropriate travel advance policies published in the Department of Defense Financial Management Regulation (DoDFMR) Volume 9, Chapter 5 (general summary of current advance policy attached).

We will review existing policies, and where appropriate, recommend to the office of the Under Secretary Defense (Comptroller) such changes as may be desirable.

My point of contact, Mr. Louis H. Williams, can be reached at (703) 607-1188.

Jerry S. Hinton  
Director of Finance

Attachment:  
As stated

9/5/01  
CAC

## SUMMARY OF CURRENT ADVANCE POLICY

### General Summary of Current Advance Policy

1. 100% advance for cash transaction expenses, par. 050502A-D.
  - A. Meals and Incidental expenses (Per Diem M&IE)
  - B. Miscellaneous Transportation expenses, i.e.: local transit; taxi; parking; ferry; bridge, road & tunnel; airplane landing and tiedown fees.
  - C. Gasoline and other variable expenses normally covered by the mileage allowance.
  - D. Other miscellaneous expenses, which can be reasonably estimated before travel.
2. 80% of estimated additional cash expenses, i.e., lodging and transportation costs.
3. If the 80% limitation results in a financial hardship on the employee, a request for a 100% advance for an individual trip and an open travel authorization not to exceed a 45-day period may be sent to USD(C)FP through DFAS per paragraph 050503D.