Cash Advances

Cash advances are used for travel expenses associated with training and work-related activities. Cash advances are for positions of supervisor, assistant supervisor, craft trade leader, administrative support, and shop personnel. Manager positions and above will not be approved to receive cash advances.

If a cash advance is needed, the requestor must meet with the person coordinating travel arrangements to help prepare the cash advance. Allow at least three weeks to coordinate. Please note that cash advances are the exception, and should only be used for positions listed above.