

Quick Reference for Submitting Travel Advances in the TRIP Transaction

Things to Know:

- Even though the process for submitting a travel advance is changing, the fiscal policy (FI0705) associated with travel advances will remain the same.
- Travel advances can be requested at any time before the start of the trip; however, they will not be processed for payment until 10 calendar days before the start of the trip. Travel advances cannot be requested on or after the first day of the trip.
- When requesting a travel advance, be sure to allow enough time for the Travel Expense Report to be approved through your department in IRIS workflow **and** through your central business office.
- The Accounts Payable department in the Treasurer's Office will run any payments for travel advances 10 calendar days prior to the *Start of Trip* date entered in the **TRIP** transaction. Travelers who receive payroll through direct deposit will also receive their travel advance by direct deposit two business days after these payments are run. Travelers who receive their payroll by check will have their travel advance check printed and mailed on the same day the payments are run.
- Both travel advances and prepayment of airfare can be requested for the same trip **but not at the same time**. If you are submitting a travel advance and prepayment of airfare for the same trip, each submission must have its own IRIS workflow.
- If the amount of the travel advance exceeds the total expenses for the trip, there will be a credit placed on the traveler's vendor account in IRIS for the difference in the two amounts. The next time the person travels, the credit will be deleted from the payment for those expenses. If the person is not expected to travel again within a reasonable amount of time, they must issue a check payable to UT for the difference and submit that check to the campus business office. This check **MUST** then be forwarded from the campus business office to the Treasurer's Office Accounts Payable department for deposit. Please reference the personnel number and trip number of the travel advance being cleared.
- Travel advances cannot be made for any items that can be prepaid by UT.

TRIP Transaction Changes:

- Travel advances can now be requested when planning a trip using the *General Trip Data* section of the Travel Expense Report on the **TRIP** transaction. The *Advance* field is only available for the Travel Expense Report – not the Travel Request. Enter the amount of the travel advance that is being requested in the *Amount* field. The *Date* field will populate automatically with the current date.

General Trip Data

Start of Trip: 02/01/2017 Time: 08:00
 End of Trip: 02/05/2017 Time: 17:00
 First Destin.: Chicago, IL
 Trip Country: US Region: IL/CH Chicago, IL
 Reason for Trip: NACAA National Conference

Additional Destinations

Advance

Amount	Date
546.00	01/23/2017

Delete Advance

Alternative Cost Assignment for Entire Trip, If Different to Master CA
 Comments

- Once a Travel Expense Report has been saved with a travel advance included, that travel advance amount cannot be changed – even if the trip has not yet been submitted to IRIS workflow for approval. If the amount of the travel advance needs to be increased or decreased, a second line in the *Advance* field must be used. You will add a positive number to increase the travel advance amount and a negative number to decrease it.
- There is a “Request for Travel Advance Form (T-41)” available on the Treasurer’s Office website that will need to be completed to determine the amount of the travel advance and then signed by the traveler, scanned, and attached to the Travel Expense Report before the trip is submitted to IRIS workflow. When saving a trip that includes a travel advance, a pop-up window will ask if you are ready to attach this “Request for Travel Advance Form”.

Travel Expenses for 138983, Duck, Daffy S

A Travel Advance Form must be attached before an advance request can be submitted for approval

Are you ready to add an attachment?

Attach Save

- The “Request for Travel Advance Form” must be attached using the *Travel Advance Form (PDF)* attachment document type, like in the screen shot below.

Archive from Frontend

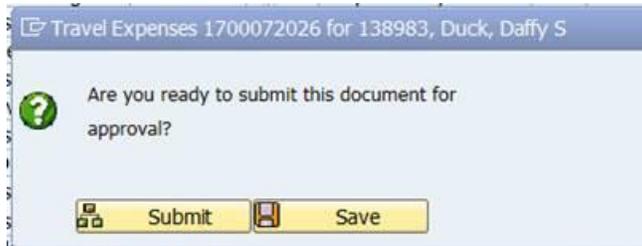
Scenario: Assign then Store

Drag & Drop: Drag your files into the empty field

Document Type

- Employee Trip
 - Travel Expense Statement (PDF)
 - Travel Advance Form (PDF)

- Once the “Request for Travel Advance Form” has been attached, a pop-up window will ask if you are ready to submit the Travel Expense Report for approval. If you are ready to submit the Travel Expense Report for approval, click **Submit**.



- The Accounts Payable department in the Treasurer’s Office will run any payments for travel advances 10 calendar days prior to the *Start of Trip* date entered in the **TRIP** transaction. Travelers who receive payroll through direct deposit will also receive their travel advance by direct deposit two business days after these payments are run. Travelers who receive their payroll by check will have their travel advance check printed and mailed on the same day the payments are run.

Travel Expense Report PDF Changes:

- In addition to the changes on the **TRIP** transaction, there are several additions to the Travel Expense Report PDF. If a travel advance is requested, a box showing the date and amount of the travel advance(s) will be displayed, as shown in the screen shot below.

Advances		
Date	Prev Pymt	Curr Pymt
09/29/2016	0.00	546.00
Total Advances	0.00	546.00

Traveler Reimbursements		
Amount Type	Prev Pymt	Curr Pymt
Total Traveler Reimbursements	0.00	0.00
Total Advances Paid/(-)Recovered	0.00	546.00
Payment Amount/(-)Amount Owed	0.00	546.00

- Two lines are also added to the *Traveler Reimbursements* section of the Travel Expense Report PDF. One of these lines shows the total amount of the travel advance and one shows the amount owed to the traveler.
- If the travel advance amount exceeds the actual expenses for the trip, that amount will be stored on the traveler’s record in IRIS as a future credit and will be applied to another trip. The next time the person travels, the credit will be deleted from the payment for those expenses. If the person is not expected to travel again within a reasonable amount of time, they must issue a check payable to UT for the difference and submit that check to the campus business office. This check **MUST** then be forwarded from the campus business office to the Treasurer’s Office Accounts Payable department for deposit. Please reference the personnel number and trip number of the travel advance being cleared.

- When a travel advance amount exceeds the actual expenses for the trip, the difference will be shown as a negative amount in the *Traveler Reimbursements* section of the Travel Expense Report PDF. The field color will also change from green to red.

Advances		
Date	Prev Pymt	Curr Pymt
11/30/2016	546.00	0.00
Total Advances	546.00	0.00

Traveler Reimbursements		
Amount Type	Prev Pymt	Curr Pymt
Traveler Paid Receipts	100.00	100.00
Total Traveler Reimbursements	100.00	100.00
Total Advances Paid/(-)Recovered	546.00	-446.00
Payment Amount/(-)Amount Owed		-346.00