

Use these checklists to make sure you have completed all the necessary steps in processing travel.

### **Travel with No Advance**

#### *Pre-Travel*

- Travel Authorization (<http://uabis.arizona.edu/eforms/#T>)
- Prepay Travel Expenses (Optional—PCard or Disbursement Voucher)

#### *Post-Travel*

- Expense Report (<http://uabis.arizona.edu/eforms/#T>)
- Expense Reimbursement (Disbursement Voucher)

### **Travel with Advance: Employee Expenses Greater Than Advance**

#### *Pre-Travel*

- Travel Authorization (<http://uabis.arizona.edu/eforms/#T>)
- Prepay Travel Expenses (Optional—PCard or Disbursement Voucher)
- Travel Advance (Disbursement Voucher)
- Encumber the Advance (Optional—Pre-Encumbrance)

#### *Post-Travel*

- Expense Report (<http://uabis.arizona.edu/eforms/#T>)
- Settle Advance (Distribution of Income and Expense)
- Check that Advance Disencumbered (Only if pre-encumbrance was done—General Ledger Entries)
- Expense Reimbursement (Disbursement Voucher)

### **Travel with Advance: Employee Expenses Less Than Advance**

#### *Pre-Travel*

- Travel Authorization (<http://uabis.arizona.edu/eforms/#T>)
- Prepay Travel Expenses (Optional—PCard or Disbursement Voucher)
- Travel Advance (Disbursement Voucher)
- Encumber the Advance (Optional—Pre-Encumbrance)

#### *Post-Travel*

- Expense Report (<http://uabis.arizona.edu/eforms/#T>)
- Settle Advance (Distribution of Income and Expense)
- Check that Advance Disencumbered (Only if pre-encumbrance was done—General Ledger Entries)
- Repay Travel Advance (Cash Receipt)