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

**Post-Travel**
- Expense Report ([http://uabis.arizona.edu/eforms/#T](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](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](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](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](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)