Travel Advances & Reimbursements

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Agenda

In this workshop you will complete two travel scenarios.

Scenario One:

Issue a Travel Advance for an employee who is travelling to Chicago, IL. On the employee’s return, you find that the employee spent more than was advanced. You will need to issue an additional reimbursement.

Scenario Two:

Issue a Travel Advance for an employee who is travelling to Oakland, CA. On the employee’s return, you find that the employee did not spend the entire advance. The employee will repay the advance to the University.

Objectives

- Pre-pay travel expenses in UAccess Financials
- Issue a Travel Advance
- Pre-encumber the advance
- Process expense reimbursements after the traveler returns
- Settle the advance
- Receive cash from an employee whose advance exceeded their expenses

Resources

All of the materials covered in this workshop are also covered in the online tutorials (http://fs.tutorials.arizona.edu). Feel free to review those tutorials if you need a refresher.

You can also contact a SuperUser for help when you begin to process travel documents in UAccess Financials. You can find the SuperUser list at http://mosaic.arizona.edu/kuali_financial_system/documents.

And you are welcome to ask questions in the UAccess Financials group on the Mosaic Community.
Travel Flowchart

When you manage Travel Advances and expenses reimbursements, you will have pre-travel and post-travel phases. Use the Travel Advances & Reimbursements flowchart to help you identify what you need to do at each step along the way.
Scenario One: The University Owes the Traveler Money

Pre-Travel
Before the employee travels, you have the option of issuing a Travel Advance.

**Required Pre-Travel Steps**
Complete Travel Authorization and send to FSO – Operations (e-Forms)

**Optional Pre-Travel Steps**
Complete Travel Advance and Pre-Encumbrance (UAcess Financials Disbursement Voucher and Pre-Encumbrance)
Travel Authorization

You can download the new Travel Authorization at http://uabis.arizona.edu/eforms/#T.

### TRAVEL AUTHORIZATION

#### TRAVELER & DEPARTMENT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT NAME</th>
<th>DEPARTMENT NO.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EMPLID</th>
<th>DEPARTMENT</th>
<th>PO BOX ADDRESS</th>
<th>ROOM NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>STUDENT</th>
<th>OTHER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME/TITLE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
</table>

### TRAVEL ORDER

<table>
<thead>
<tr>
<th>BUSINESS PURPOSE OF TRIP:</th>
<th>IN-STATE</th>
<th>OUT-OF-STATE</th>
<th>FOREIGN</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MODE OF TRANSPORTATION:</th>
<th>DUTY POST:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY DEPARTING FROM:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY RETURNING FROM:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONFERENCE DATES/TIMES:</th>
<th>DESIGNATED LODGING:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

### EXCEPTIONS

- Vehicle taken out of state:
  - State-owned (§ 14.10, par. 12) state reason
  - Rental (§ 14.15, par. 10) state reason
  - Private (§ 14.10, par. 16) state reason
  - Private Aircraft (§ 14.15, par. 20) state reason and contact travel
  - Long-term travel status – If travel will exceed 30 days (§ 14.13, par. 6) state reason
- Personal time (§ 14.10, par. 9) state reason and how long
- Use of other than coach/economy travel on commercial airlines (§ 14.15, par. 15) state reason
- Use of chartered/rented aircraft and rented motor vehicle (§ 14.15, par. 10) state reason
- Miscellaneous – explain

### JUSTIFICATION MEMO:

---

### TRAVEL ADVANCES (OPTIONAL)

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>ACCOUNT #</th>
<th>DATE REQUIRED</th>
<th>CHECK</th>
<th>DIRECT DEPOSIT</th>
</tr>
</thead>
</table>

**Important Please Read Before Signing:** The University of Arizona is authorized to deduct the amount of the travel advance from any future expense reimbursements or pay due the traveler. The advance must be settled in full within ten days from the return of the trip. In the event these sources are not adequate or in the event of severance of my employment with The University of Arizona, the advance shall become due and payable immediately. It shall bear interest at the rate of 9% annum starting thirty days after the return date of the trip. In the event that it should become necessary to enforce collection of this advance, or any part thereof by suit or otherwise, I do further agree to pay any and all costs of collection including a reasonable attorney’s fee.

**PAYEE SIGNATURE**

**DATE**

---

**PLEASE USE COLORED INK FOR SIGNATURES SO THAT ORIGINALS CAN BE DISTINGUISHED FROM PHOTOCOPIES**

### APPROVALS

I HEREBY CERTIFY THAT THE TRAVEL AUTHORIZED ABOVE IS FOR A VALID PUBLIC PURPOSE AND THAT THE FUNDS HAVE BEEN APPROPRIATED OR ARE OTHERWISE AVAILABLE FOR PAYMENT OF ANY CLAIMS MADE HEREUNDER, AND THAT IF THE AVAILABLE FUNDS ARE FROM A FEDERAL GRANT, CONTRACT OR SOURCE, THIS TRAVEL IS AUTHORIZED UNDER THE TERMS OF SUCH GRANT, CONTRACT OR SOURCE. THIS AUTHORIZED DEPARTMENTAL APPROVER/P.I. AND/OR COLLEGE/DIVISION AGREES TO ALL EXCEPTIONS NOTED ON THIS TRAVEL ORDER.

<table>
<thead>
<tr>
<th>AUTH. DEPT. APPROVER/P.I.</th>
<th>NAME/TITLE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

Please forward completed form to: FSO-Operations, Travel Office, PO BOX 210158, USB 402
## Requesting a Travel Advance

### Procedure

In this tutorial, you will learn how to use a Disbursement Voucher e-doc to request a Travel Advance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To navigate to the Disbursement Voucher e-doc from the Main Menu go to <strong>Transactions &gt; Financial &gt; Disbursement Voucher</strong>. In this tutorial, the Disbursement Voucher e-doc has already been opened for you. This tutorial focuses on using the Disbursement Voucher to complete a Travel Advance. If you need to review how to complete a Disbursement Voucher, please review the <strong>Travel &gt; Reference Tutorials &gt; Initiating a Disbursement Voucher</strong> tutorial.</td>
</tr>
<tr>
<td>2.</td>
<td>When you request a Travel Advance, you need to put some specific information on the <strong>Document Overview</strong> tab. Click the <strong>show</strong> button.</td>
</tr>
</tbody>
</table>

![Disbursement Voucher e-doc with Document Overview tab highlighted](image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Use this format in the <strong>Description</strong> field: Travel Advance &lt;Traveler's Name&gt;. Enter &quot;Travel Advance Melanie Cooley&quot; in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>4.</td>
<td>You can enter a brief explanation of the travel in the <strong>Explanation</strong> field if you would like. This field is not mandatory. Enter &quot;To attend a conference&quot; in the <strong>Explanation</strong> field.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the T number (T#) from the Travel Authorization form. <strong>Note:</strong> Capitalize the T. Later, when you are searching for these documents, you will encounter case sensitive fields. Always capitalizing the T will make it easier to find your documents. Enter &quot;T562813&quot; in the <strong>Org. Doc. #</strong> field.</td>
</tr>
</tbody>
</table>

![Disbursement Voucher](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>The <strong>Document Overview</strong> tab is complete. Click the <strong>hide</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
7. | Any time you fill out a Disbursement Voucher, you need to complete the Payment Information tab.

Click the **show** button.

8. | For the purpose of this tutorial, the Payment Information Tab has been completed for you. To review how to complete the tab, refer to the Travel > Reference Tutorials > Initiating a Disbursement Voucher tutorial.

The **Payment Reason Code** is V-Travel Advance and the **Payee** must be an employee.

9. | Travel advances must be at least $250.00.

The **Due Date** should not be more than seven days prior to the trip start date.

Enter the reason for the Travel Advance in the **Check Stub Text** field. This information appears on the check stub.
### Step 10
Click the *hide* button.

### Step 11
You are now ready to complete the **Accounting Lines** tab.
Click the *show* button.

### Step 12
For the purpose of this tutorial, the Accounting Lines have been completed for you.

Enter the same **Account Number** that you used on the Travel Authorization Form ([http://uabis.arizona.edu/eforms/#T](http://uabis.arizona.edu/eforms/#T)).

When Requesting a Travel Advance you must use Object Code 8315 Accounts Receivable - Travel Advances.

### Step 13
Click the *hide* button.
### Step 14

If you are entering travel information for a dean or the Provost, you need to enter specific Ad Hoc recipients.

**Click the **show** button.**

![Image of a document with Ad Hoc Recipients tab highlighted]

### Step 15

For the purposes of this tutorial, the **Ad Hoc Recipients** tab has been filled out for you.

To review how to use these fields, review the Fundamentals > Completing Standard E-Doc Tabs > Sending an Ad Hoc Request Before an E-Doc is Submitted tutorial.

If you realize that you've already submitted the document, you can still add the Ad Hoc request. Refer to the Fundamentals > Completing Standard E-Doc Tabs > Sending an Ad Hoc Request After an E-Doc has been Submitted tutorial.

16. Choose APPROVE in the **Action Requested** field.

For the **Namespace Code**, enter KFS-SYS.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 17.  | In the **Name** field, enter the appropriate group to route to.  
If you are requesting a Travel Advance for a dean, enter the *UA Office of the Provost* group.  
If you are requesting a Travel Advance for the Provost, use the *UA Office of the President* group. |
| 18.  | Click the **hide** button.  |
| 19.  | Once you have completed the Disbursement Voucher, it is ready for approvals.  
Click the **submit** button. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>After you have submitted the Disbursement Voucher, print out the coversheet, attach the signed Travel Authorization Form (<a href="http://uabis.arizona.edu/eforms/#T">http://uabis.arizona.edu/eforms/#T</a>), and mail the packet to FSO-Operations: PO Box 210158, USB 402. If you want to review the Route Log, please view the <em>Fundamentals &gt; Completing Standard E-Doc Tabs &gt; Reading the Route Log</em> tutorial.</td>
</tr>
<tr>
<td>21.</td>
<td>The next step in issuing a Travel Advance is creating the pre-encumbrance for the advance. Review the tutorial <em>Pre-Encumbering a Travel Advance</em> for details on how to do so.</td>
</tr>
<tr>
<td>22.</td>
<td>Once all approvals are complete and the documentation is received by FSO-Operations, the Travel Advance will be issued. <em>End of Procedure.</em></td>
</tr>
</tbody>
</table>
## Pre-Encumbering the Advance

### Procedure

One of the pre-travel steps that you must complete is pre-encumbering the funds for the Travel Advance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Any time you are filling out documents for travel, you need to include some specific information on the **Document Overview** tab.  
Click the **show** button. |
| 2.   | Use this format in the **Description** field: Travel Advance <Traveler's Name>.  
If you want to record any additional details about the traveler and travel purpose feel free to do so in the **Explanation** field.  
Enter "Travel Advance Melanie Cooley" in the **Description** field. |
| 3.   | Enter the Travel Advance T# in the **Org Doc #** field.  
Enter "T562813" in the **Org Doc #** field. |
| 4.   | Click the **hide** button. |
| 5.   | Take a look at the **Pre-Encumbrance Details** tab.  
Click the **show** button. |
Step | Action
---|---
6. | Enter the date on which you want the pre-encumbrance to automatically reverse. The date should be no more than ten days after the date on which you expect the traveler to return, per FSO travel policy section 4D ([http://fso.arizona.edu/fso/deptman/14/1411fund.html](http://fso.arizona.edu/fso/deptman/14/1411fund.html)).

   Click the calendar icon.

7. | Click the › button.

8. | Click the desired date.
9. Click the **hide** button.

10. Now, enter your Accounting Lines.

    Click the **show** button.
### Step 11
Enter the same Account Number that you entered on the Disbursement Voucher for the Travel Advance.

### Step 12
Enter the appropriate travel Object Code for the type of travel: 6140 Travel - In State, 6240 Travel - Out State, or 6340 Travel - Foreign.

You will use the same Object Code on any post-travel documents.
### Step 13
Enter the same amount as you entered on the Disbursement Voucher for the Travel Advance.

### Step 14
**Click the add button.**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Enter the same amount as you entered on the Disbursement Voucher for the Travel Advance.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the add button.</td>
</tr>
</tbody>
</table>
15. Click the hide button.

16. Click the submit button.
Step | Action
--- | ---
17. | Because you set a reversal date, the pre-encumbrance will automatically reverse on the appropriate date, and the disencumbrance will be complete.

If you've completed the Travel Advance Disbursement Voucher and sent the appropriate paperwork to FSO Operations, your next step is to wait for the traveler to return.

**End of Procedure.**
Post-Travel

**Required Post-Travel Steps if No Advance was Issued**
- Mail Travel Expense Report (e-Forms) and receipts to FSO—Operations
- Travel Expense Reimbursement (UAccess Financials Disbursement Voucher)

**Required Post-Travel Steps if an Advance was Issued**
- Mail Travel Expense Report (e-Forms) and receipts to FSO—Operations
- Confirm Disencumbrance (UAccess Financials Open Encumbrances)
- Settle the Advance (UAccess Financials Distribution of Income and Expense)
- Travel Expense Reimbursement (UAccess Financials Disbursement Voucher)
  
  *OR* Record Excess Advance Repayment (Cash Receipt to deposit with Bursar’s Office or Distribution of Income and Expense if you deposited into an external bank account)

Your first traveler has returned from their trip. They wound up spending more than they were given in the advance, so they have an additional expense report to complete.

You will need to a) settle the advance, b) reimburse the employee for the additional expenses, c) confirm that the pre-encumbrance has disencumbered, and d) send the appropriate documentation to FSO—Operations.
Travel Expense Report

Until there is a Travel Module in UAccess Financials, you must continue to complete a Travel Expense Report ([http://uabis.arizona.edu/eforms/#T](http://uabis.arizona.edu/eforms/#T)) form and send it to FSO Operations.

### TRAVELER & DEPARTMENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Department Name</th>
<th>Department No.</th>
<th>Department PO Box</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLID</th>
<th>Room Number</th>
<th>CONTACT NAME/TITLE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TRAVEL ORDER

- BUSINESS PURPOSE OF TRIP (include destination):
  - [ ] IN-STATE
  - [ ] OUT-OF-STATE
  - [ ] FOREIGN
- CONFERENCE DATES/TIMES
- DUTY POST
- DESIGNATED LODGING: [ ] YES [ ] NO

### EMPLOYEE TRAVEL EXPENSE CLAIM

<table>
<thead>
<tr>
<th>Date</th>
<th>Time of Day</th>
<th>Description/Destination (include type of transportation)</th>
<th>Start</th>
<th>End</th>
<th>Map Total Miles</th>
<th>Amount</th>
<th>Meals</th>
<th>Lodging</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Totals: A B C D

### MISCELLANEOUS EXPENSES

<table>
<thead>
<tr>
<th>Expense Description /Purpose / Attendees</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Total Miscellaneous E

### FUNDING

- TOTAL EXPENSES (A+B+C+D+E)
- Less Traveler Advance
- Traveler Repayment (-)
- OR
- Traveler Balance Due (+)

### SIGNATURE

I hereby certify that all items of expense included in the above amount were necessary in discharging the official business of the state; the distances for which charge is made have been actually traveled on the dates specified; no part of the account has been paid by the state of Arizona and no claim against the state has been made for any part thereof, but the full amount is due and unpaid; and I declare, under penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is true, correct and valid claim and for value received. I hereby assign the within state claim to the University of Arizona and authorize the Assistant Director for Finance to draw his warrant accordingly.

<table>
<thead>
<tr>
<th>CLAIMANT SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use colored ink for signatures so that originals can be distinguished from photocopies.

Please forward completed form to: FSO-Operations, Travel Office, PO BOX 210158 USB 402
Settling a Travel Advance

Procedure

Any time the traveler receives an advance, you will need to settle that advance after their return. You will use the Distribution of Income and Expense (DI) e-doc to do so.

*If no advance was issued, you do not need to complete this step.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You need to do one thing before you start this document: complete a Travel Expense Report (<a href="http://uabis.arizona.edu/eforms/#T">http://uabis.arizona.edu/eforms/#T</a>). The flowchart also refers to disencumbering the pre-encumbrance. Provided that you correctly set up your pre-encumbrance to automatically reverse, that step will be taken care of for you. You will need to know the Document Number of the Disbursement Voucher that you used to issue the Travel Advance, in addition to the specifics of the Accounting Lines in that Disbursement Voucher.</td>
</tr>
<tr>
<td>2.</td>
<td>To navigate to the Distribution of Income and Expense e-doc, go to <strong>Main Menu &gt; Transactions &gt; Financial Processing &gt; Distribution of Income and Expense</strong>. In this tutorial, the Distribution of Income and Expense e-doc has already been opened for you. This tutorial will focus on fields that are specific to settling a Travel Advance. If you need to review how to fill out the other common tabs, please review the relevant tutorials in the Fundamentals section.</td>
</tr>
<tr>
<td>3.</td>
<td>When settling a Travel Advance, you will need to complete the <strong>Document Overview</strong> tab. Click the <strong>show</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 4.   | Use this format in the **Description** field: Travel Advance <Traveler's Name>.  
   Enter "Travel Advance Melanie Cooley" in the **Description** field. |
| 5.   | If you want to, enter the business purpose and trip destination in the **Explanation** field.  
   Enter "Conference in Denver, CO" in the **Explanation** field. |
| 6.   | Enter the T# from the Travel Authorization form in the **Org. Doc. #** field.  
   Enter "T562813" in the **Org. Doc. #** field. |
### Training Guide

#### Travel Advances & Reimbursements

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | You are done with the **Document Overview** tab.  

Click the **hide** button.  

[hide](#) |

| 8.   | You need to fill out the **Accounting Lines** tab in order to redistribute the advance to the correct Object Codes.  

Click the **show** button.  

[show](#) |
### Step 9
In the **From** Lines, enter the Account Number exactly as it was entered on the Disbursement Voucher for the original advance.

In the **To** Lines, you can enter the same Account Number, change the Account Number, or split the expense between multiple accounts.

### Step 10
In the **From** Lines, enter the advance Object Code: 8315 Accounts Receivable - Travel Advances.

In the **To** Lines, enter the appropriate travel Object Code: 6140 Travel - In State, 6240 Travel - Out State, or 6340 Travel - Foreign.

### Step 11
The total amounts of the **From** and **To** Lines must match each other.

If the employee spent the entire advance, then they should also match the total of the original Travel Advance.

If the employee owes the University money, then you should enter the amount that they actually spent and not the total of the advance.

### Step 12
The **Accounting Lines** are complete.

Click the **hide** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>You can submit your Distribution of Income and Expense to settle the Travel Advance. If you want to review submitting and reading the General Ledger tab and Route Log, please view the Submitting an E-Doc, Reading the General Ledger and Route Log tutorials in the Fundamentals section. Click the submit button.</td>
</tr>
<tr>
<td>14.</td>
<td>What you do next will depend on whether the traveler owes the UA money or the UA owes the traveler money. Consult the travel flowchart to see what steps to take next. End of Procedure.</td>
</tr>
</tbody>
</table>
Checking the Status of a Pre-Encumbrance

Procedure

As you complete your post-travel steps, you will need to confirm that any pre-encumbrances have successfully disencumbered.

Since you set your pre-encumbrance to automatically reverse, you need to make sure that you check after that auto-reverse date. If you don’t remember what it was, you can always open the original Pre-Encumbrance e-doc to look it up.

Note: You will only need to complete this step if the traveler received an advance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You will use <strong>Balance Inquiry &gt; Accounts &gt; Open Encumbrances</strong> to check the status of the pre-encumbrance. Click the <strong>Open Encumbrances</strong> link. <strong>Open Encumbrances</strong></td>
</tr>
</tbody>
</table>
2. You will need to clear the **Balance Type** field. Press [Backspace].

3. There are a variety of ways that you can search. In this case, you are searching by the Document Number of the Pre-Encumbrance e-doc.

   Enter the Document Number in the **Document Number** field.

4. Change to include Pending Ledger Entries in your results.

   Click the **All** option.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>search</strong> button.</td>
</tr>
</tbody>
</table>
Training Guide
Travel Advances & Reimbursements

### Step 6
You will see three columns referring to the pre-encumbered amount.

**Open Amount** indicates how much was pre-encumbered.

**Closed Amount** indicates how much has been disencumbered.

**Outstanding Amount** indicates how much is still pre-encumbered.

An outstanding amount of zero indicates that the pre-encumbrance has been disencumbered.

### Step 7
You can click on any of the underlined items to get more information.

For instance, if you want to know more about the Balance Type, click on it.

Click the **PE** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8.   | PE indicates a pre-encumbrance balance type.  

   Click the **close** button. |
| 9.   | Wait until after the auto-reversal date to check the status of your pre-encumbrance.  

   **End of Procedure.** |
Requesting Employee Travel Reimbursement

Procedure

You will need to complete a reimbursement Disbursement Voucher after the traveler returns if the University owes the traveler money. There are two possible reasons that the University might still owe the traveler.

a) No advance was issued or  
b) The trip expenses total more than the amount of the advance.

You do not need to complete a post-travel Disbursement Voucher if the employee owes the University money or the amount of the advance equals the total expenses.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>If no advance was issued, you would need to create a new Disbursement Voucher from scratch. However, if an advance was issued, you will want to copy that advance Disbursement Voucher. In this tutorial, you are issuing a reimbursement for an employee who already received an advance. So you begin by clicking the <strong>doc search</strong> button. The tutorial picks up from that point in the process.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Search for the original Travel Advance Disbursement Voucher with whatever information you have.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the search button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click the appropriate link.</td>
</tr>
</tbody>
</table>
**Step 5.** The document opens in a new window.

Click the **collapse all** button.

**Step 6.** Click the **copy** button.
### Step 7

A new Disbursement Voucher opens.

The Payee information has been cleared.

The Document Header shows which document this one was copied from. So, the original advance and this reimbursement are clearly tied together in the Document Header.

### Step 8

When you request an employee Travel Reimbursement, you need to enter some specific information on the **Document Overview** tab.

Click the **show** button.

```

```
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>You need to change the <strong>Description</strong> that copied from the Travel Advance. Press <code>[Backspace]</code>.</td>
</tr>
<tr>
<td>10.</td>
<td>Use this format in the <strong>Description</strong> field: Travel Reimbursement &lt;Traveler's Name&gt;. Enter &quot;Travel Reimbursement Melanie Cooley&quot; in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>11.</td>
<td>Because you copied from the advance Disbursement Voucher, the T# from the Travel Authorization Form (<a href="http://uabis.arizona.edu/eforms/#T">http://uabis.arizona.edu/eforms/#T</a>) is already entered for you. If this were a reimbursement with no advance, you would need to enter the T# in the <strong>Org Doc #</strong> field.</td>
</tr>
</tbody>
</table>
### Step 12
As always, you can enter additional information in the **Explanation** field if you would like to, but it's up to you whether you do.

Click the hide button.

![hide button]

### Step 13
Any time you fill out a Disbursement Voucher, you need to complete the **Payment Information** tab.

Click the show button.

![show button]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>When you copy a Disbursement Voucher with an employee as the Payee, the <strong>Payee ID</strong> does not copy over, so you will need to look it up. Click the <strong>Payee ID</strong> magnifying glass.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the <strong>Payment Reason Code</strong> drop-down list.</td>
</tr>
<tr>
<td>16.</td>
<td>In order to issue a travel reimbursement, choose the <strong>Payment Reason Code</strong> T - Travel Expense. Click the <strong>T - Travel Expense</strong> list item.</td>
</tr>
<tr>
<td>17.</td>
<td>Search for your Payee. Enter &quot;Melanie*&quot; in the <strong>Person First Name</strong> field.</td>
</tr>
<tr>
<td>18.</td>
<td>Enter &quot;Cooley&quot; in the <strong>Person Last Name</strong> field.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the <strong>search</strong> button.</td>
</tr>
</tbody>
</table>
## Step 20

Make sure that you choose the right person.

Click the **return value** link.

**return_value**
### Step 21
When you choose the T-Travel Expense Reason Code, UAccess Financials displays a message reminding you that you need to fill out the **Travel** tab. We’ll get there soon.

### Step 22
You will need to change the Check Amount from the amount of the advance to the amount you are reimbursing.

Press **[Backspace]**.

### Step 23
**Note:** If no Travel Advance was issued, this amount should match the total of all the original receipts for the trip. If a Travel Advance was issued only enter the amount owed to the payee; that is: expenses minus advance.

Enter "275" in the **Check Amount** field.
24. The **Check Stub Text** copied from the advance Disbursement Voucher. You can leave it as is or edit it as you prefer.

25. You are done with the **Payment Information** tab.

   Click the hide button.

   ▼ hide

26. You must make some changes to the **Accounting Lines** tab.

   Click the show button.

   ► show
27. Notice that the Accounting Lines copied from the advance Disbursement Voucher. You can change the Account Number if you would like to charge the reimbursement to a different account, but you are not obligated to.

28. You will need to clear the Object Code and enter an appropriate travel Object Code.

Press [Backspace].

29. Enter 6140 for in-state travel, 6240 for out-of-state travel, or 6340 for foreign travel.

Enter "6140" in the Object field.

30. You need to clear the advance amount from the Amount field so that you can replace it with the reimbursement total.

Press [Backspace].

31. Enter the total dollar amount due to the traveler. This amount should match the Check Amount.

**Note:** If no Travel Advance was issued, this amount should match the total of all the original receipts for the trip. If a Travel Advance was issued only enter the amount owed to the payee; that is: expenses minus advance.

Enter "275" in the Amount field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>The line you are editing is already added. You don't need to re-add it. Click the <strong>hide</strong> button.</td>
</tr>
<tr>
<td>33.</td>
<td>You will need to fill out the <strong>Travel</strong> tab. Click the <strong>show</strong> button.</td>
</tr>
<tr>
<td>34.</td>
<td>You will need to enter some basic information on the <strong>Travel</strong> tab, but your detailed itemization of expenses will still be done on the <strong>Travel Expense Report</strong>. In the future, UAccess Financials will include a travel module that will eliminate the need for the <strong>Travel Expense Report</strong>.</td>
</tr>
<tr>
<td>35.</td>
<td>Enter the traveler's name. Enter &quot;Melanie Cooley&quot; in the <strong>Name</strong> field.</td>
</tr>
</tbody>
</table>
### Step 36
Enter the business purpose for the trip.

Enter "Conference" in the **Business Purpose** field.

### Step 37
Enter the city and state or country for the trip.

Enter "Orlando, FL" in the **Destination** field.

### Step 38
Enter the employee's department.

Enter "UITS" in the **Organization Name** field.

---

#### Step 39
Next, fill out the **Destination** section with the trip details.

In the **From** row, enter information about the city the employee departed from.

Enter "Tucson" in the **From** field.

#### Step 40
You can use shortcuts in these fields to jump to the appropriate value.

Enter "az" in the **State** field.

#### Step 41
Enter "us" in the **From** field.
### Step 42

Because per diem depends on what time the employee's travel began, the **Travel** tab has a special calendar field that includes both date and time.

Click the **calendar** icon.

![Image of calendar icon](image.png)

### Step 43

Navigate between months by clicking the single arrow. Navigate between years by clicking the double arrow.

Click the **‹** button.

![Image of single arrow](image.png)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.</td>
<td>This calendar has a time section at the bottom. If you need to change the time, change it before changing the date. If you change the date first, the window will close. In order to change the time, click on the hour. Simply clicking on the hour will move the clock forward. Holding the [Shift] key and clicking on the hour will move the clock back. The same technique works in the minute field. Click the 01 button.</td>
</tr>
<tr>
<td>45.</td>
<td>Click the 02 list item.</td>
</tr>
<tr>
<td>46.</td>
<td>Press the [Shift] key and click the 12 list item.</td>
</tr>
<tr>
<td>47.</td>
<td>Press the [Shift] key and click the 11 list item.</td>
</tr>
</tbody>
</table>
### Step 48
Once you have the time set, click the date that you want to choose.

Click the 13 list item.

### Step 49
Enter information about the destination city in the To line.

Enter "Orlando" in the To field.

### Step 50
Select the appropriate 2-digit State code.

Enter "fl" in the To field.

### Step 51
Enter "us" in the To field.

### Step 52
You can use a shortcut in the Start/End Date/Time field by typing the date and time. If you do so, you need to follow this format: MM/DD/YYYY HH:MM AM. Enter AM or PM in the last spot.

Or, you can choose a date and time using the calendar and then edit them in the field.

Enter "06/18/2011 11:30 AM" in the To field.
### Step 53
Click the scrollbar.

### Step 54
Your itemized expenses are on the Travel Expense Report, which you will submit with the coversheet from this Disbursement Voucher.

In the Traveler Expenses section of this Disbursement Voucher, you are going to enter the total amount owed to the traveler. This amount will equal the total on the Accounting Lines, which also equals the total amount of the check.

### Step 55
Click the Type drop-down list.

### Step 56
Always choose O - OTHER.

Click the O - OTHER list item.
Step 57. Type "OTHER" in ALL CAPS in the Company field.

Step 58. Enter the total reimbursement amount in the Amount field.
59. The amount here must equal the amount you entered in the Check Amount field on the Payment Information tab.

If it does not match, you will get an error when you click submit and will need to correct your amounts.

Enter "275.00" in the Amount field.

60. Click the add button.
Step | Action
--- | ---
61. | You can enter any prepaid expenses for this trip in the Pre Paid Expenses section for record keeping. You are not required to do so. Entering the prepaid expense information here is just for your convenience if you would like to have all the information about this trip in one place.
62. | Click the scrollbar.
63. | That's it for the Travel tab. Click the hide button.
64. | The Notes and Attachments tab has (1) on it, indicating that there is a note. Click the show button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>65.</td>
<td>The note is simply a record indicating that this document was copied from another one. Click the hide button.</td>
</tr>
<tr>
<td>66.</td>
<td>If you are entering travel information for a dean or the Provost, you will need to enter specific Ad Hoc recipients. For the moment, let's pretend Melanie is a dean and you are sending an Ad Hoc request to the Provost. Click the show button.</td>
</tr>
<tr>
<td>67.</td>
<td>Click the scrollbar.</td>
</tr>
</tbody>
</table>
### Step 68.

The **Action Requested** will be APPROVE.

Click the **Actions** drop-down list.

### Step 69.

Click the **APPROVE** list item.

### Step 70.

The **Namespace Code** will be KFS-SYS.

Enter "**KFS-SYS**" in the **Actions** field.

### Step 71.

The **Ad Hoc recipients** will be a group.

Click the **Name** magnifying glass.

### Step 72.

If you are requesting a Travel Advance for a dean, search for the UA Office of the Provost.

If you are requesting a Travel Advance for the Provost, use the UA Office of the President group.

Enter "*provost*" in the **Group Name** field.
Step | Action
---|---
73. | Click the **search** button.

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Group Name:</th>
<th>Group Namespace:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Terminol</td>
<td>Finance System</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principal</td>
<td>Name</td>
</tr>
</tbody>
</table>

No items found. Please refine your search criteria to narrow down your search.

One item retrieved.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Group Type Name</th>
<th>Group Namespace</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>XYZ</td>
<td>MTS-201</td>
<td>Help</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | PDF

Step | Action
---|---
74. | Click the **return value** link.

75. | Click the scrollbar.
### Step 76

The Ad Hoc routing will be initiated when you submit the document.

Click the **hide** button.

- **hide**

### Step 77

Click the **submit** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 78.  | Notice that there are errors.  
     | Because you copied this document, UAccess Financials cleared the phone number from the contact information. That's how the system asks you to confirm that the contact information is yours and not that of the person whose document you copied.  
     | Enter "520-626-1234" in the **Phone Number** field. |
| 79.  | Click the **hide** button. |
| 80.  | Click the **submit** button. |
81. After you have submitted the Disbursement Voucher, print out the coversheet, attach the Travel Expense Report ([http://uabis.arizona.edu/eforms/#T](http://uabis.arizona.edu/eforms/#T)) form, supporting documentation, and original receipts.

Mail the packet to FSO-Operations at PO Box 210158, USB 402.

82. You have successfully completed a Travel Expense Reimbursement for an employee.

Once all of the approvals are complete, the employee will be reimbursed.

Make sure that you have also completed a Distribution of Income and Expense to settle the Travel Advance and that the pre-encumbrance of the advance has automatically reversed.

**End of Procedure.**
Checking that the Advance has Zeroed Out

Procedure

After you complete the Distribution of Income and Expense to settle the advance and collect any repayments that the employee owes, you will want to check to make sure that the advance is accurately balanced in the General Ledger Entries.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Because some of the travel transactions are FINAL and some are still ENROUTE, you will want to use General Ledger Entry. That way, you can search for both pending and posted entries.</td>
</tr>
<tr>
<td></td>
<td>Click the General Ledger Entry link.</td>
</tr>
<tr>
<td></td>
<td><a href="#">General Ledger Entry</a></td>
</tr>
</tbody>
</table>
### Step 2
Enter "ua" in the **Chart Code** field.

### Step 3
Enter the account that you used to issue the advance.

Enter your Account Number in the **Account Number** field.

### Step 4
Use the Travel Advance Object Code so that you see only those lines related to the advance.

Enter "8315" in the **Object Code** field.

### Step 5
You just completed the documents for the travel process, so they may not yet be approved. Change to **All** so that you see everything related to this Travel Advance.

Click the **All** option.

### Step 6
Enter the T# that you included on all of the documents.

*Note: This field is case sensitive, and the case of the T must match the case in the documents. We recommend always capitalizing the T when you enter the T# in the **Description** field.*

Enter "T562813" in the **Organization Document Number** field.
Step | Action
--- | ---
7. | Click the **search** button.
8. | Click the scrollbar.
9. This employee did not spend all of her advance and owed the University money on her return.

If the employee had spent the entire advance, there would only be two lines.

10. All three lines are tied to the Travel Advance Object Code.

You are looking at the Debits (D) and Credits (C) that have posted against that Object Code for this account with this Organization Document Number (the T#).

11. You can see the Disbursement Voucher (DVCA), Cash Receipt (CR), and Distribution of Income and Expense (DI) on these lines.

Remember that you can click on any underlined item in a column if you want more information about it.
Step | Action  
--- | ---  
12. | Check to make sure that the Debits and Credits balance to zero. If so, you have successfully settled the Travel Advance.  
13. | Once you have sent all of your documentation to FSO and confirmed that the advance is zeroed out, you're done! End of Procedure.
Scenario Two: The Traveler Owes the University Money

Exercise: Issuing an Advance

You are going to issue an advance for a different traveler. This traveler is going to Oakland, CA. You will need to complete both the Disbursement Voucher and the Pre-Encumbrance. You will need to make up a T# for your traveler. Use the lessons in the previous section to help you.
Exercise: Checking the Pre-Encumbrance

The second traveler has returned from his or her trip. This employee spent less than the total of the advance and owes the University money.

On your own, look up the pre-encumbrance for their advance.

We will settle the advance and complete their Cash Receipt for repaying the advance together.

Exercise: Settling an Advance when the Traveler Owes the University

When you settle an advance where the employee needs to repay part of the advance, you only settle the amount that the employee actually spent.

With your instructor, work through settling this advance.
Repaying a Travel Advance

Procedure

If an employee receives a Travel Advance but does not spend all of it, the excess money needs to be paid back to the University.

When that money is returned, complete a Cash Receipt to record the Travel Advance repayment with the Bursar’s Office.

**Important!** *This process only applies if you deposit funds through the Bursar’s Office. If you use an external bank account, you will use the Distribution of Income and Expense form to correctly account for your bank deposit rather than completing the Cash Receipt.*

In this tutorial, the traveler is repaying their excess advance via personal check.

**Note:** *A Cash Receipt is equivalent to a Distribution of Deposit Form.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>You will need to have the Document Number from the original Travel Advance Disbursement Voucher, the details of the Accounting Lines from that advance, and a printed copy of the Disbursement Voucher Coversheet from that original Travel Advance.</td>
</tr>
<tr>
<td>2.</td>
<td>To navigate to the Cash Receipt, go to Main Menu &gt; Transactions &gt; Financial &gt; Cash Receipt. In this tutorial, the Cash Receipt has already been opened for you. This tutorial focuses on the fields specific to processing a Travel Advance repayment using a Cash Receipt. If you need to review the basics of completing a Cash Receipt, please complete the Travel &gt; Reference Tutorials &gt; Depositing Cash or Checks tutorial.</td>
</tr>
<tr>
<td>3.</td>
<td>When you fill out the Cash Receipt to record a Travel Advance repayment, you need to include some specific information on the Document Overview tab. Click the show button.</td>
</tr>
</tbody>
</table>
### Step 4
Use this format in the **Description** field: `Travel Advance Repayment <Traveler's Name>`.

Enter "**Travel Advance Repayment Wilbur Wildcat**" in the **Description** field.

### Step 5
Enter the T# from the original Travel Authorization in the **Org Doc #** field.

Enter "**T124456**" in the **Org. Doc. #** field.

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the <strong>hide</strong> button.</td>
</tr>
<tr>
<td></td>
<td>![hide button]</td>
</tr>
<tr>
<td>7.</td>
<td>Next, record information from the employee’s check.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>show</strong> button.</td>
</tr>
<tr>
<td></td>
<td>![show button]</td>
</tr>
</tbody>
</table>
### Step 8

Enter the check number.

Enter "7520" in the **Check/Batch #** field.

### Step 9

In the **Date** field, enter the date written on the check.

Enter "05/24/2011" in the **Date** field.

### Step 10

Enter the name of the person who wrote the check.

Enter "Wilbur Wildcat" in the **Description** field.

### Step 11

Enter the check amount.

Enter "306.71" in the **Amt** field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>add</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="add" /></td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>hide</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="hide" /></td>
</tr>
<tr>
<td>14.</td>
<td>You need to complete the <strong>Accounting Lines</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>show</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="show" /></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 15.  | For the purposes of this tutorial, the Accounting Lines have been completed for you.  
If you need help completing Accounting Lines, review the *Fundamentals > Completing Standard E-Doc Tabs > Completing Simple Accounting Lines* tutorial. |
| 16.  | Enter the **Account Number** from the original Travel Advance Disbursement Voucher e-doc. |
| 17.  | Enter Object Code 8315 Accounts Receivable - Travel Advances in the **Object** field. |
| 18.  | In order to properly balance the accounting information, you must enter the repayment amount as a negative dollar amount. |
### Step 19
Click the **add** button.

### Step 20
Before submitting the Cash Receipt document, verify your information. Once you click submit, it will route for the appropriate approvals.

Click the **submit** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 21.  | Print out the Cash Receipt coversheet and send it with the check to the Bursar’s Office for deposit.  

Click the **Print Cash Receipt Coversheet** link.  
[Click here to print Cash Receipt Coversheet](#) |
| 22.  | Click the Open button.  

[Open button](#) |
Step | Action
--- | ---
23. | The Cash Receipt Cover Sheet summarizes the information that you entered in the Cash Receipt e-doc.
24. | Send the Cash Receipt Cover Sheet and the funds to the Bursar's Office. Remember to write the Cash Receipt Document Number on the front of the checks.

You will also need to send the receipts for the portion of the advance that the traveler did spend to FSO Operations with the Disbursement Voucher coversheet from the Travel Advance Disbursement Voucher. **End of Procedure.**
Exercise: Checking that the Advance has Zeroed Out
You have settled the second advance and received the repayment. Check now to make sure that the second advance has zeroed out.
## Appendix A: Travel Quick Reference Guide

<table>
<thead>
<tr>
<th>Pre-Travel</th>
<th>Paper Documents to Deliver</th>
<th>Make sure correct Object Code of 8315 is used on:</th>
<th>Make sure correct Object Code of 6240, 6240, or 6340 is used on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Travel Authorization (eForm PDF)</td>
<td>• Travel Authorization</td>
<td>• Travel Advance Disbursement Voucher</td>
<td>• Distribution of Income and Expense (D) To accounting line</td>
</tr>
<tr>
<td>2. Travel Advance Disbursement Voucher (UAccess Financials DV)</td>
<td>• Travel Advance Disbursement Voucher Cover Sheet</td>
<td>• Cash Receipt (CR) and enter a negative amount in the Accounting Line</td>
<td></td>
</tr>
<tr>
<td>3. Pre-Encumbrance (UAccess Financials PE)</td>
<td>• Travel Expense Report</td>
<td>When checking the General Ledger Entry</td>
<td>• Travel Expense Disbursement Voucher (DV)</td>
</tr>
</tbody>
</table>

Post-Travel:

1. Travel Expense Report (eForm PDF)
2. Settle Advance using Distribution of Income and Expense (UAccess Financials DV)
3. Submit Pre-Encumbrance (UAccess Financials Open Encumbrance lookup)
4. Check that the travel advance has been processed (UAccess Financials General Ledger)

### Guidance:
- If Advance = Cost, DI To and From amounts equal Advance and DV—Travel Expense is submitted for employee reimbursement.
- If Advance > Cost, DI To and From amounts equal Advance and DV—Travel Expense is submitted for employee reimbursement.
- If Advance < Cost, DI To and From amounts equal Advance and DV—Travel Expense is submitted for employee reimbursement.
- If Advance < Cost, DI To and From amounts equal Advance and DV—Travel Expense is submitted for employee reimbursement.