

Pre---Travel	Post--- Travel
<p>1. Travel Authorization (eForm PDF)</p> <p><i>If Travel Advance is requested, there are two additional documents</i></p> <p>2. Travel Advance Disbursement Voucher (UAccess Financials DV)</p> <p>3. Pre---Encumbrance (UAccess Financials PE)</p> <p>Paper Documents to Deliver to FSO--- Operations</p> <ul style="list-style-type: none"> • Travel Authorization • Supporting Documentation <p><i>If Travel Advance is requested, there is one additional document</i></p> <ul style="list-style-type: none"> • Travel Advance Disbursement Voucher Cover Sheet 	<p>1. Travel Expense Report (eForm PDF)</p> <p><i>If Travel Advance is requested, there is one additional document and two searches to perform</i></p> <p>2. Settle Advance using Distribution of Income and Expense (DI)</p> <ol style="list-style-type: none"> To and From amounts equal the amount of the Advance that was actually spent If Advance < Cost: Disbursement Voucher (Travel Expense) is submitted for employee reimbursement If Advance > Cost: Cash Receipt is submitted for repayment of extra advance money <i>(Searches to perform if Travel Advance is requested)</i> <p>3. Check that the travel advance has zeroed out (General Ledger Entry)</p> <p>4. Check status of pre---encumbrance (Open Encumbrance lookup)</p> <p>Paper Documents to Deliver</p> <ul style="list-style-type: none"> • Travel Expense Report (with supporting documents and original, itemized receipts) to FSO –Operations <i>(If Travel Advance is requested)</i> • If Advance < Cost: <ul style="list-style-type: none"> ○ Travel Expense Disbursement Voucher Cover sheet to FSO—Operations • If Advance > Cost: <ul style="list-style-type: none"> ○ Cash Receipt Cover Sheet and check/cash to FSO—Bursar’s Office ○ Travel Advance Disbursement Voucher Cover Sheet to FSO—Operations
<p>Make sure correct Object Code of 8315 is used on: <i>(If Travel Advance is requested)</i></p>	
<ul style="list-style-type: none"> • Travel Advance Disbursement Voucher 	<ul style="list-style-type: none"> • Distribution of Income and Expense (DI) From accounting line • Cash Receipt (CR) and enter a negative amount in the Accounting Line • When checking the General Ledger Entry
<p>Make sure correct Object Code of 6140, 6240, or 6340 is used on: <i>(If Travel Advance is requested)</i></p>	
<ul style="list-style-type: none"> • Pre---Encumbrance (PE) 	<ul style="list-style-type: none"> • Distribution of Income and Expense (DI) To accounting line • Travel Expense (reimbursement) Disbursement Voucher (DV) <ul style="list-style-type: none"> ○ If copying from advance, make sure to update Description, Check Amount, Object Code, Accounting Line Amount, and Invoice Number.
<p>Make sure correct Invoice Number format is used on all Disbursement Vouchers:</p>	
<p><i>(If Travel Advance is requested)</i></p> <ul style="list-style-type: none"> • End date of travel 	<ul style="list-style-type: none"> • TA# + EXP + End date of travel (Travel Expense Reimbursement)