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**Year:** **Month:**

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| **Traveler** | **Date Travel Authorization Form Initiated** | **Travel Authorization Form #** | **Travel Advance Dollars** | **e-doc# DV for Travel Advance** | **e-doc# Pre-encumbrance (Optional)** | **Date Travel Authorization Form, Advance DV, & Cover Sheet sent to FSO** | **Date Trip Ends** | **Date Travel Expense Report Form Due to FSO (10 days from trip end)** | **Date Travel Reimbursement is Nonqualified (91 days from trip end)** | **Travel Expense Report Form #** | **e-doc# Distribution of Income & Expense** |
| Jane Example Employee | 10/10/11 | T123456 | $575.00 | 222333 | 333444 | 10/11/11 | 10/15/11 | 10/25/11 | 01/24/12 | TX34567 | 444555 |
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| st Travel | | | | | Reconciliation | |
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| **e-doc# DV for Travel Expense Reimbursement (This doc is created from a copy of the advance)** | **Date Travel Expense Report Form, Receipts, and DV Cover Sheet sent to FSO** | **e-doc# Cash Receipt** | **Date Travel Advance Repayment sent to UA via Bursar's Office** | **e-doc# Pre-encumbrance to dis-encumber** | **Verify Date Pre-encumbrance has Dis-encumbered** | **Verify Date Travel Advance Zeroed Out** |
| 777888 | 10/15/11 | 666777 | 10/15/11 | 888999 | 12/5/11 | 11/18/11 |

If your traveler receives an advance, use the Travel with Advance tracking sheet to track critical dates and document numbers, determine when any pre-encumbrances should be liquidated, verify that advances have expensed to the proper object codes, and facilitate month end reconciliation. Some deadlines--such as when the trip will become nonqualified as a business trip per Financial Policy 14.12--will auto-calculate based on the dates you enter in the spreadsheet. If you want to print the sheet, the recommended paper size is 8 1/2 by 14.

A. Document the traveler's name
B. Document the date the travel authorization is initiated. A signed travel authorization document is required for all trips. Submit to FSO
C. Document the travel authorization number. The travel authorization number is required to appear on all pre and post documents prepared for each business trip
D. Enter the amount of the travel advance. Allows you to track this amount for pre-encumbrance
E. Enter the DV document number from the travel advance
F. Enter the pre-encumbrance document number
G. Document the date the Travel Authorization and the Advance DV Cover Sheet are sent to FSO
H. Document the date the traveler will return from the trip
I. Calculates the final date the Travel Expense Report is due to FSO
J. Calculates the date the trip becomes non qualified (the employee will be taxed for the reimbursement or advance)
K. Enter the associated Travel Expense Report number
L. Document the Distribution of Income and Expense (DI) document number. This document is used to distribute the advance amount to the account/object codes.
M. Document the Disbursement Voucher (DV) associated with reimbursing a traveler for expenses when the travel advance was less than the expenses
N. Document the date the Travel Expense Report, receipts and Reimbursment DV Cover Sheet are sent to FSO

O. Enter the Cash Receipt document number. A Cash Receipt is used to document any unspent portion of the traveler's Travel Advance.
P. Date returned Travel Advance dollars and Cash Receipt are sent to Bursar's Office
Q. Document the Pre-encumbrance document number to release the encumbrance
R. Document the date the Pre-encumbrance has dis-encumbered on the account
S. Document the date the Travel Advance liquidates in the advance object code on the account

**Year:** **Month:**

| | Pre Travel | | | | | | |
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| **Traveler** | **Date Travel Authorization Form Initiated** | **Travel Authorization Form #** | **e-doc# Pre-encumbrance (optional)** | **Date Travel Authorization Form Mailed to FSO** | **Date Trip Ends** | **Date Travel Expense Report Form Due to FSO (10 days from trip end)** | **Date Travel Reimbursement is Nonqualified (91 days from trip end)** |
| Jane Example Employee | 10/10/11 | T123456 | 333444 | 10/11/11 | 10/15/11 | 10/25/11 | 01/24/12 |
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| Post Travel | | | | Reconciliation |
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| **Travel Expense Report Form #** | **Date Travel Expense Report Form and DV Cover Sheet to FSO** | **e-doc# DV for Travel Expense Reimbursement** | **e-doc# Pre-encumbrance to dis-encumber** | **Verify Date Pre-encumbrance has Dis-encumbered** |
| TX34567 | 10/15/11 | 777888 | 888999 | 12/5/11 |

If your traveler does not receive an advance, use the Travel without Advance tracking sheet to track critical dates and document numbers, verify that expenses are applied to the proper object codes, and facilitate month end reconciliation. Some deadlines--such as when the trip will become nonqualified as a business trip per Financial Policy 14.12--will auto-calculate based on the dates you enter in the spreadsheet. If you want to print the sheet, the recommended paper size is 8 1/2 by 14.

A. Document the traveler's name
B. Document the date the travel authorization is initiated. A signed travel authorization document is required for all trips. Submit to FSO
C. Document the travel authorization number. The travel authorization number is required to appear on all pre and post documents prepared for each business trip
D. Enter the pre-encumbrance document number. Although there is no Advance involved, departments may wish to encumber funds for possible out of pocket expenses.
E. Document the date the Travel Authorization is sent to FSO
F. Document the date the traveler will return from the trip
G. Calculates the final date the Travel Expense Report is due to FSO
H. Calculates the date the travel trip becomes non qualified and the employee will be taxed for the reimbursement or advance
I. Enter the associated Travel Expense Report number
J. Document the date the Travel Expense Report, appropriate receipts, and Reimbursement DV Cover Sheet are sent to FSO
K. Document the document number of the Disbursement Voucher (DV) associated with reimbursing a traveler
L. Document the Pre-encumbrance document number to release the encumbrance
M. Document the date the Pre-encumbrance has dis-encumbered on the account