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Introduction

Agenda
In this workshop you will complete three travel scenarios.

Scenario One:
An employee, Jennifer Doll, travels to Sacramento for a conference. She does not receive an advance, so she needs to be reimbursed when she returns.

Scenario Two:
You issue a Travel Advance for an employee, Melanie Cooley, who is travelling to Orlando, FL. On the employee’s return, you find that Melanie spent more than was advanced. You will need to issue an additional reimbursement.

Scenario Three:
Suzanne Zimbardo is traveling to Phoenix for two days to provide training to the College of Medicine. On her return, you find that she did not spend the entire advance and will need to repay the excess advance to the University.

Objectives
- Understand the necessary steps for managing travel
- Understand the process differences between travel with and without an advance
- 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 Travel section of the online tutorials (http://fs.tutorials.arizona.edu).

The Financial Policies and Procedures manual has a section on Travel that will help you understand travel policies at the University (http://policy.fso.arizona.edu/fsm/1400) and travel funding (http://policy.fso.arizona.edu/fsm/1400/1411). You can also find additional resources on travel on the FSO website (http://www.fso.arizona.edu/travel).

FSO also offers a travel policy workshop that you can register for on the FSO website: http://www.fso.arizona.edu/training/policies#travel.

And you are welcome to ask questions in the UAccess Financials group on the Mosaic Community (http://mosaic.community.arizona.edu).
Travel Process Flowchart

When you manage Travel Advances and expense 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.
Travel Checklists

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 Preencumbrance 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 Preencumbrance was done—General Ledger Entries)
- Repay Travel Advance (Cash Receipt)
Prepaying Employee Travel Expenses

If you elect to do so, you can pre-pay some travel expenses for the employee, such as airfare, conference registration, or hotel.

Depending on the circumstances, you can use either a Purchasing Card (PCard) or a Disbursement Voucher to make the prepayments.

Note that if you use the Disbursement Voucher, you will be able to record the Travel Authorization number (T#) in the **Org Doc #** field, just as you will with the rest of the documents you create as part of this workshop.

However, on PCard documents, the **Org Doc #** field is not editable, so you will not be able to enter the T# in it. That means that you will not be able to use the T# to search for PCard-paid expenses related to that trip.
Scenario One: Travel with No Advance
Jennifer Doll is traveling to Sacramento, CA for a professional conference, Educause, from the 10th through the 15th of this month.

She does not require an advance or any pre-paid travel expenses. In the course of the trip she spends a total of $2073.25 for airfare, taxi, airport parking, mileage, hotel, registration, and per diem.

The checklist for this situation looks like this:

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)

Pre-Travel

Travel Authorization
Any travel instance over 35 miles from the employee’s duty post—whether the employee gets an advance or not and whether the employee gets on an airplane or not—requires that a Travel Authorization be completed before the employee travels.

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

For details about how to complete the Travel Authorization Form and what to do with it, please refer to the Travel Authorization section of the Financial Policies and Procedures manual (http://policy.fso.arizona.edu/fsm/1400/1410).

For general policy information on funding travel, review the Travel Funding section of the Financial Policies and Procedures manual (http://policy.fso.arizona.edu/fsm/1400/1411).

If you aren't issuing an advance, once the Travel Authorization is complete, you are done until the traveler returns.
# Travel Authorization

## TRAVELER & DEPARTMENT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>Jennifer Doll</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>UITS Workshops &amp; Training Team</td>
</tr>
<tr>
<td>DEPARTMENT NO</td>
<td>9505</td>
</tr>
<tr>
<td>EMPID</td>
<td>01878351</td>
</tr>
<tr>
<td>DEPARTMENT PO BOX ADDRESS</td>
<td>210073</td>
</tr>
<tr>
<td>ROOM NUMBER</td>
<td>337</td>
</tr>
<tr>
<td>CONTACT NAME/TITLE</td>
<td>Irma Gomez</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td>626-4561</td>
</tr>
</tbody>
</table>

## BUSINESS PURPOSE OF TRIP: [conference dates]

<table>
<thead>
<tr>
<th>Professional Conference, Educause X-10-13 to X-15-13</th>
</tr>
</thead>
</table>

## FUNDING SOURCE:

| 2307100 |

## TRAVEL ORDER

<table>
<thead>
<tr>
<th>MODE OF TRANSPORTATION</th>
<th>AIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTURE DATE</td>
<td>XX/10/13</td>
</tr>
<tr>
<td>RETURN DATE</td>
<td>XX/16/13</td>
</tr>
</tbody>
</table>

* ATTACH ITINERARY IF MULTIPLE LOCATIONS *

**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. 7) 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:**

- Are you traveling to a Travel Warning Country?
  - Yes ☐ No ☑

See: http://travel.state.gov. If yes, you must submit a "Travel Supplemental Authorization for Warning Areas" along with this Travel Authorization and obtain Provost Office approval to visit a Travel Warning Country.

**PAYEE SIGNATURE**

**DATE**

**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>

**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.

**AUTH. DEPT.**

**NAME/TITLE**

**SIGNATURE**

**DATE**

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

Travel Expense Report

You must complete a Travel Expense Report (http://uabis.arizona.edu/eforms/#T) and mail the original to FSO Operations along with the Disbursement Voucher Coversheet and the original receipts.

The Travel Expense Report requires that you include the UAccess Financials e-doc number for the Expense Reimbursement Disbursement Voucher.

Fill out the Travel Expense Report and print it. Then, transfer the totals into the Disbursement Voucher.

For details about how to complete the Travel Expense Report and what to do with it, please refer to the Preparing a Travel Expense Report section of the Financial Policies and Procedures manual (http://policy.fso.arizona.edu/fsm/1400/1416).
### 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>Jennifer Doll</td>
<td>UATS Workshop &amp; Training Team</td>
<td>9305</td>
<td>210073</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>B1375351</td>
<td>337</td>
<td>Irma Gomez</td>
<td>628-4581</td>
</tr>
</tbody>
</table>

### TRAVEL ORDER

- **Business Purpose of Trip**: Professional Conference, Educause, Sacramento, CA
- **Conference Dates/Times**: 05-10-13 to 05-15-13
- **Duty Post**: UA Main Campus
- **Designated Lodging**: Yes

### EMPLOYEE TRAVEL EXPENSE CLAIM

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Arrive</th>
<th>Time of</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>
<th>Exchange Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/13</td>
<td></td>
<td>6:00 am</td>
<td>6:00 am</td>
<td>Airfare (round trip)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td>367.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hotel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td>812.12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Taxi from airport to hotel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parking at airport</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Miles to/from airport</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8.90</td>
<td></td>
<td></td>
<td>270.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Per diem</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

A: $8.90
B: $270.00
C: $812.12
D: $432.23

### MISCELLANEOUS EXPENSES

<table>
<thead>
<tr>
<th>Expense Description / Purpose / Attendees</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td></td>
<td>$550.00</td>
</tr>
</tbody>
</table>

**Total Miscellaneous**: $550.00

### FUNDING

- **Total Expenses (A+B+C+D+E)**: $2,073.25
- **Less Traveler Advance**: $2,073.25

### SIGNATURE

**Claimant Signature**: Jennifer Doll

**Date**: 05/20/13

**NOTES:**

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 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 I attest that I have not been previously reimbursed for these expenses nor have they been paid for by the university. I hereby assign the within state claim to the University of Arizona and authorize the Assistant Director for Finance to issue this reimbursement accordingly.

**Claimant Signature**: Jennifer Doll

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
Reimbursing Travel Expenses

Procedure

You will need to complete a reimbursement Disbursement Voucher after Jennifer returns. Navigate to Main Menu > Transactions > Financial > Disbursement Voucher.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>As always, filling out your <strong>Description</strong> fields clearly and consistently will make it easier to use them to identify, search for, and report on related documents. A suggested format is <em>Travel Reimbursement</em> &lt;Traveler’s Name&gt;, but you are welcome to use whatever format works best for your department. Depending on the length of the traveler’s name, you may need to use abbreviations. Enter &quot;Travel Reimbursement Jennifer Doll&quot; in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the business purpose for the trip in the <strong>Explanation</strong> field. Doing so will expedite approval of your document. Enter &quot;Attend professional conference, Educause&quot; in the <strong>Explanation</strong> field.</td>
</tr>
</tbody>
</table>
### Training Guide
**Travel Advances & Reimbursements**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | Enter the T number (T#) from the Travel Authorization form in the **Org. Doc. #** field. If you do not enter the T#, your document **will be disapproved**, as neither the Fiscal Officer nor the Travel Office can edit the field later and the number is required to settle the advance.  

Including the T# will allow you to quickly find all documents tied to the travel instance.  

**Note:** 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 the T# in the **Org Doc #** field. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | Click the **close Document Overview** button.  

[Hide](#)  

5.  | Any time you fill out a Disbursement Voucher, you need to complete the **Payment Information** tab.  

Click the **show** button.  

[Show](#)
### Step | Action
---|---
6. | Click the **Payee ID** magnifying glass.
7. | Click the **Payment Reason Code** drop-down list.
8. | In order to issue a travel reimbursement, choose the **Payment Reason Code** T - Travel Expense.
    - Click the **T - Travel Expense** list item.
9. | Search for your Payee.
    - Enter "**Jennifer**" in the **Person First Name** field.
10. | Enter "**Doll**" in the **Person Last Name** field.
11. | Click the **search** button.
Step | Action
--- | ---
12. | Click the **return value** link.

**return value**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>When you choose the <em>T-Travel Expense</em> Payment Reason Code, UAccess Financials displays a message reminding you that you need to fill out the <strong>Travel</strong> tab. We'll get there soon.</td>
</tr>
<tr>
<td>14.</td>
<td>The Check Amount should match the total of all the original receipts as you recorded it on the Travel Expense Report. Enter &quot;2073.25&quot; in the <strong>Check Amount</strong> field.</td>
</tr>
<tr>
<td>15.</td>
<td>You need to fill out the <strong>Check Stub Text</strong> field with a brief description of the reimbursement. This text may be seen by the Payee. Enter &quot;Educause Conference Reimbursement&quot; in the <strong>Check Stub Text</strong> field.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>You are done with the <strong>Payment Information</strong> tab. Click the <strong>hide</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 17.  | You must fill out the **Accounting Lines** tab.  

Click the **show** button. |
| 18.  | Enter your account number and any other accounting information that your department uses, such as Sub-Account and Sub-Object codes. |
| 19.  | Your Object Code will be 6140 for in-state travel, 6240 for out-of-state travel, or 6340 for foreign travel.  

Enter "6240" in the **Object** field. |
| 20.  | Enter the total dollar amount due to the traveler. This amount should match the check amount and the total on the Travel Expense Report.  

Enter "2073.25" in the **Amount** field. |
| 21.  | Include a brief description of the expense in the **Line Description** field.  

Enter "Travel Reimb Jennifer Doll Educause" in the **Line Description** field. |
| 22.  | Follow the Accounts Payable Invoice Number Guidelines ([http://www.fso.arizona.edu/accounts-payable/invoice-num-guide](http://www.fso.arizona.edu/accounts-payable/invoice-num-guide)) to create an appropriate invoice number. Then, enter it in the **Invoice Number** field.  

The invoice number should be created as follows:  

T# + EXP + End date of trip  

For example: T562813EXP07122011  

Enter an appropriate invoice number in the **Invoice Number** field. |
| 23.  | As always, make sure to add the line!  

Click the **add** button. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 24.  | Because your Payment Reason is *Travel Expense*, you will need to fill out the **Travel** tab.  
      | Click the *show* button. |
| 25.  | You will need to enter some basic information on the **Travel** tab, but your detailed itemization of expenses will still be done on the Travel Expense Report.  
<pre><code>  | For details about how to complete the Travel Expense Report and what to do with it, please refer to the Preparing a Travel Expense Report (http://policy.fso.arizona.edu/fsma/1400/1416) section of the FSO Financial Policies and Procedures manual. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>Enter the traveler's name.</td>
</tr>
<tr>
<td></td>
<td>Enter &quot;Jennifer Doll&quot; in the <strong>Name</strong> field.</td>
</tr>
<tr>
<td>27.</td>
<td>Enter the business purpose for the trip.</td>
</tr>
<tr>
<td></td>
<td>Enter &quot;Conference&quot; in the <strong>Business Purpose</strong> field.</td>
</tr>
<tr>
<td>28.</td>
<td>Enter the city and state or country for the trip.</td>
</tr>
<tr>
<td></td>
<td>Enter &quot;Sacramento, CA&quot; in the <strong>Destination</strong> field.</td>
</tr>
<tr>
<td>29.</td>
<td>Enter the employee's department.</td>
</tr>
<tr>
<td></td>
<td>Enter &quot;UITS&quot; in the <strong>Organization Name</strong> field.</td>
</tr>
<tr>
<td>30.</td>
<td>Next, fill out the <strong>Destination</strong> section with the trip details.</td>
</tr>
<tr>
<td></td>
<td>In the <strong>From</strong> row, enter information about the city the employee departed from.</td>
</tr>
<tr>
<td></td>
<td>Enter &quot;Tucson&quot; in the <strong>City</strong> field.</td>
</tr>
<tr>
<td>31.</td>
<td>You can use shortcuts in these fields to jump to the appropriate value.</td>
</tr>
<tr>
<td></td>
<td>Enter &quot;az&quot; in the <strong>State</strong> field.</td>
</tr>
<tr>
<td>32.</td>
<td>Enter &quot;us&quot; in the <strong>Country</strong> field.</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
33. | 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.**

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

**Click the ‹ button.**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 35.  | 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.  

Set the departure time to 6:00 AM. |
| 36.  | Once you have the time set, click the date that you want to choose. |
| 37.  | Enter information about the destination city in the To line.  

Enter "Sacramento" in the City field. |
| 38.  | Select the appropriate 2-digit State code.  

Enter "ca" in the State field. |
| 39.  | Enter "us" in the Country field. |
| 40.  | 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 a return date and time in the To field. |
### Step | Action
--- | ---
41. | Click the scrollbar.
42. | 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.
43. | Click the **Type** drop-down list.
44. | Always choose **O - OTHER**.
   
   Click the **O - OTHER** list item.
45. | Type "OTHER" in ALL CAPS in the **Company** field.
46. | Enter the total reimbursement amount in the **Amount** field.
### Step 47
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 "2073.25" in the **Amount** field.

### Step 48
Click the **add** button.

### Step 49
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. If you prepaid anything on a PCard, this is a good place to record that information to make sure that you have all of the expenses tied together and searchable by T#. However, it’s your choice whether you do so.

### Step 50
Click the scrollbar.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 51.  | That’s it for the **Travel** tab.  
      | Click the **hide** button.  
      | [hide](#) |
| 52.  | Click the **submit** button.  
      | [submit](#) |
| 53.  | After you have submitted the Disbursement Voucher, print out the coversheet and attach the signed original Travel Expense Report, supporting documentation, and original receipts.  
      | Mail the packet to FSO-Operations at PO Box 210158, USB 402. |
| 54.  | You have successfully completed a Travel Expense Reimbursement for an employee.  
      | Once all of the approvals are complete, the employee will be reimbursed.  
      | **End of Procedure.** |
Scenario Two: The University Owes the Traveler Money

In the second scenario, you will be issuing a $500.00 travel advance to Melanie Cooley, who is traveling to Orlando, Florida for a conference. For the sake of easier account reconciliation, you are going to pre-encumber the advance.

On Melanie’s return, you find that her total expenses were actually $1368.46, so you need to distribute the advance to the appropriate Object Codes and then issue her a reimbursement for the remaining $868.46.

Remember that the checklist in this situation looks like this:

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 Preencumbrance was done—General Ledger Entries)
- Expense Reimbursement (Disbursement Voucher)
Pre-Travel

Travel Authorization
As always, you need to complete a Travel Authorization form for your traveler:
http://uabis.arizona.edu/efoms/#T.

<table>
<thead>
<tr>
<th>TRAVELER &amp; DEPARTMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>Melanie Cooley</td>
</tr>
<tr>
<td>DEPARTMENT NAME</td>
</tr>
<tr>
<td>UITP Workshops &amp; Training Team</td>
</tr>
<tr>
<td>DEPARTMENT NO.</td>
</tr>
<tr>
<td>9305</td>
</tr>
<tr>
<td>EMPLOYEE ID</td>
</tr>
<tr>
<td>01578351</td>
</tr>
<tr>
<td>DEPARTMENT PO BOX ADDRESS</td>
</tr>
<tr>
<td>210073</td>
</tr>
<tr>
<td>ROOM NUMBER</td>
</tr>
<tr>
<td>337</td>
</tr>
<tr>
<td>CONTACT NAME/TITLE</td>
</tr>
<tr>
<td>Irma Gomez</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>626-4561</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS PURPOSE OF TRIP: (conference dates)</td>
</tr>
<tr>
<td>Present at Kuali Days, professional conference XX-12-13 to XX-17-13</td>
</tr>
<tr>
<td>FUNDING SOURCE:</td>
</tr>
<tr>
<td>2367160</td>
</tr>
<tr>
<td>MODE OF TRANSPORTATION:</td>
</tr>
<tr>
<td>air</td>
</tr>
<tr>
<td>DUTY POST:</td>
</tr>
<tr>
<td>UA Main Campus</td>
</tr>
<tr>
<td>DESTINATION CITY, STATE:</td>
</tr>
<tr>
<td>Orlando, FL</td>
</tr>
<tr>
<td>DEPARTURE DATE:</td>
</tr>
<tr>
<td>XX/12/13</td>
</tr>
<tr>
<td>CITY, STATE RETURNING FROM:</td>
</tr>
<tr>
<td>Orlando, FL</td>
</tr>
<tr>
<td>RETURN DATE:</td>
</tr>
<tr>
<td>XX/17/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXCEPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle taken out of state:</td>
</tr>
<tr>
<td>State-owned ($ 14.10, par. 12) state reason</td>
</tr>
<tr>
<td>Rental ($ 14.15, par. 10) state reason</td>
</tr>
<tr>
<td>Private ($ 14.10, par. 16) state reason</td>
</tr>
<tr>
<td>Private Aircraft ($ 14.15, par. 20) state reason and contact travel</td>
</tr>
<tr>
<td>Long-term travel status – If travel will exceed 30 days ($ 14.13, par. 6) state reason</td>
</tr>
<tr>
<td>Personal time ($ 14.10, par. 7) state reason and how long</td>
</tr>
<tr>
<td>Use of other than coach/economy travel on commercial airlines ($ 14.15, par. 15) state reason</td>
</tr>
<tr>
<td>Use of chartered/rented aircraft and rented motor vehicle ($ 14.15, par. 10) state reason</td>
</tr>
<tr>
<td>Miscellaneous – explain</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL ADVANCES (OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMOUNT $500.00</td>
</tr>
<tr>
<td>ACCOUNT # 2307100</td>
</tr>
<tr>
<td>DATE REQUIRED XX-08-13</td>
</tr>
<tr>
<td>CHECK</td>
</tr>
<tr>
<td>DIRECT DEPOSIT</td>
</tr>
</tbody>
</table>

| PAYEE SIGNATURE                    |
| Melanie Cooley                     |
| DATE XX-05-13                      |

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/DEPARTMENT AGREES TO ALL EXCEPTIONS NOTED ON THIS TRAVEL ORDER.

<table>
<thead>
<tr>
<th>AUTH. DEPT.</th>
<th>APPROVER/P.I.</th>
<th>NAME/TITLE</th>
<th>SIGNATURE</th>
<th>DATE XX/05/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Patti Fastje</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please forward completed form to: FSO-Operations, Travel Office, PO BOX 21015B, USB 402
Training Guide
Travel Advances & Reimbursements

Requesting a Travel Advance

Procedure

If you are issuing a Travel Advance to the employee, you will use a Disbursement Voucher to request it. To navigate to the Disbursement Voucher e-doc from the Main Menu go to Transactions > Financial > Disbursement Voucher.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>When you request a Travel Advance, you need to put some specific information on the Document Overview tab. Click the show button.</td>
</tr>
<tr>
<td>2.</td>
<td>Remember that filling out your Description fields clearly and consistently will make it easier to use them to identify, search for, and report on related documents. A suggested format is Travel Advance &lt;Traveler's Name&gt;, but you are welcome to use whatever format works best for your department. Enter “Travel Advance Melanie Cooley” in the Description field.</td>
</tr>
</tbody>
</table>
3. As always, entering the UA business purpose in the **Explanation** field will expedite the approvals for this document.

Enter "To present at Kuali Days, a professional conference" in the **Explanation** field.

4. Enter the T number (T#) from the Travel Authorization form in the **Org. Doc. #** field. If you do not enter the T#, your document will be disapproved, as neither the Fiscal Officer nor the Travel Office can edit the field later and the number is required to settle the advance.

Including the T# will allow you to quickly find all documents tied to the travel instance.

**Note:** 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 the T# in the **Org. Doc. #** field.
Training Guide  
Travel Advances & Reimbursements

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | The **Document Overview** tab is complete.  
      | Click the **hide** button. |
| 6.   | Any time you fill out a Disbursement Voucher, you need to complete the **Payment Information** tab.  
      | Click the **show** button. |

7. The **Payment Reason Code** is **V-Travel Advance** and the **Payee** must be an employee.  
The Payee must be an active employee or current graduate student, depending on the funding source. In this case, you are issuing an advance to Melanie Cooley, who is an employee.
### Step 8
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. You can repeat the business purpose that you entered in the **Explanation** field if you would like to, but you are not required to.

### Step 9
You are now ready to complete the **Accounting Lines** tab.

Click the **show** button.

#### Table: Accounting Lines

<table>
<thead>
<tr>
<th>Source</th>
<th>Line Description</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref ID</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Travel Advance</td>
<td>8315</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
<td>277.00</td>
<td></td>
</tr>
</tbody>
</table>

### Step 10
Enter the same account number that you used on the Travel Authorization Form.

### Step 11
When requesting a Travel Advance you must use Object Code **8315 Accounts Receivable - Travel Advances**.

### Step 12
Create an invoice number based on the Accounts Payable Invoice Number Guidelines ([http://www.fso.arizona.edu/accounts-payable/invoice-num-guide](http://www.fso.arizona.edu/accounts-payable/invoice-num-guide)) and enter it in the **Invoice Number** field.

For a Travel Advance, the invoice number is simply the end date of the travel.
13. If you are entering travel information for a dean or the Provost, you need to enter specific Ad Hoc recipients on the **Ad Hoc Recipients** tab.

*Make sure that you add the request before you submit the document. After you submit it, you will no longer be able to add an Ad Hoc with an Approval action request.*

Click the **show** button.

14. Note that the **Action Requested** should be **Approve**.
15. If you are requesting a Travel Reimbursement for a dean, the group **Name** is **UA Office of the Provost**.

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

The **Namespace Code** field will auto-populate once you choose a group.

16. Click the **hide** button.

17. Once you have completed the Disbursement Voucher, it is ready for approvals.

Click the **submit** button.

---

18. After you have submitted the Disbursement Voucher, print out the coversheet, attach the *original* signed Travel Authorization Form ([http://uabis.arizona.edu/eforms/#T](http://uabis.arizona.edu/eforms/#T)), and mail the packet to FSO-Operations: PO Box 210158, USB 402.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 19.  | If you want to create a pre-encumbrance to help with the account reconciliation process in your department, you can do so at this point.  
**Note:** Creating the pre-encumbrance is an optional step. |
| 20.  | Once all approvals are complete and the documentation is received by FSO-Operations, the Travel Advance will be issued.  
Remember that you can review the Travel Funding ([http://policy.fso.arizona.edu/fsm/1400/1411](http://policy.fso.arizona.edu/fsm/1400/1411)) section of the Financial Policies and Procedures manual for more information about policies related to travel funding. |

**End of Procedure.**
Pre-Encumbering the Advance Procedure

For the sake of simplifying account reconciliation in your department, you may want to pre-encumber the funds for the travel advance. This step is optional, but can be quite useful.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>As always, filling out your <strong>Description</strong> field on the <strong>Document Overview</strong> tab clearly and consistently will make it easier to use it to identify, search for, and report on related documents. A suggested format is <em>Travel Advance Pre-Encumb &lt;Traveler's Name&gt;</em>, but you are welcome to use whatever format works best for your department. Depending on how long the traveler's name is, you may need to abbreviate. Enter &quot;<strong>Travel Adv Pre-Encumb Melanie Cooley</strong>&quot; in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>As always, entering the UA business purpose in the <strong>Explanation</strong> field will expedite the approvals for this document. Enter &quot;<strong>Professional conference: Kuali Days</strong>&quot; in the <strong>Explanation</strong> field.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the Travel Advance T# in the <strong>Org Doc #</strong> field. Enter the T# in the <strong>Org. Doc. #</strong> field.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 4.   | Take a look at the **Pre-Encumbrance Details** tab.  
      | Click the **show** button. |
| 5.   | 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 Travel Funding ([http://policy.fso.arizona.edu/fsma/1400/1411](http://policy.fso.arizona.edu/fsma/1400/1411)) policy.  
      | **Important!** If you do not enter a reversal date, you will need to manually disencumber the pre-encumbrance. |
| 6.   | Click the **›** button. |
| 7.   | Click the desired date. |

**Travel > Reference Tutorials > Disencumbering a Pre-Encumbrance**
Step | Action
--- | ---
8. | Click the **hide** button.
9. | Now, enter your Accounting Lines. Click the **show** button.

### Step 10
Enter the account number that the expense will be charged to.

### Step 11
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 12
Enter the same amount you entered on the Disbursement Voucher for the Travel Advance.

### Step 13
Click the **add** button.
Step | Action
--- | ---
14. | Click the hide button.
   | ![hide button]
15. | Click the submit button.
   | ![submit button]
16. | Because you set a reversal date, the pre-encumbrance will automatically reverse on the appropriate date, and the disencumbrance will be complete.

If you did not enter a reversal date, you would need to manually disencumber the pre-encumbrance on the traveler’s return.

If you’ve completed the travel advance Disbursement Voucher and sent the appropriate paperwork to FSO Operations, your next step is just to wait for the traveler to return.

**End of Procedure.**
Post-Travel

Melanie has returned from her trip. She wound up spending more than she was given in the advance, so you need to complete a reimbursement request for her.

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 Preencumbrance was done—General Ledger Entries)
- Expense Reimbursement (Disbursement Voucher)
### Travel Expense Report

**Clear Form Fields**

**TX52981**

**Date:** XX/20/2013

#### Traveler & Department Information

- **Name:** Melanie Cooley
- **Department Name:** UITS Workshops & Training Team
- **Department No.:** 3006
- **Department PO Box:** 210273
- **Emplid:** 01578351
- **Room Number:** 337
- **Contact Name/Title:** Irma Gomez
- **Phone Number:** 626-4561

#### Travel Order

- **Business Purpose of Trip (Include destination):** Present at professional conference (Kuali Days) in Orlando, FL.
- **In-State:**
- **Out-of-State:**
- **Foreign:**
- **Conference Dates/Times:** XX-12-13 to XX-17-13
- **Duty Post:** UA Main Campus
- **Designated Lodging:** Yes

#### Employee Travel Expense Claim

<table>
<thead>
<tr>
<th>Time of</th>
<th>Description/Destination (Include type of transportation)</th>
<th>Start</th>
<th>End</th>
<th>Miles/Mileage</th>
<th>Amount</th>
<th>Meals</th>
<th>Lodging</th>
<th>Transportation</th>
<th>Exchange Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 am</td>
<td>Airfare (round trip)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>331.34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taxi from airport to hotel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>30.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking at airport</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>45.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td>Miles loft/rom airport</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Per diem</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>270.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Miscellaneous Expenses

<table>
<thead>
<tr>
<th>Expense Description /Purpose / Attendees</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Miscellaneous</td>
<td>E</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Funding

- **Total Expenses:** $1,368.46
- **Less Traveler Advance:** -500.00
- **Traveller Repayment (+):** $868.46

#### Signature

**Claimant Signature:** Melanie Cooley

**Date:** XX/20/13

---

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 will need to know the Travel Authorization number (T#). You will also need to know the document number of the travel advance Disbursement Voucher and the specifics of the Accounting Lines on it.</td>
</tr>
<tr>
<td></td>
<td>T#: ___________________</td>
</tr>
<tr>
<td></td>
<td>Disbursement Voucher Document Number: ___________________</td>
</tr>
<tr>
<td></td>
<td>Advance Account: ______________________</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>.</td>
</tr>
<tr>
<td>3.</td>
<td>When settling a Travel Advance, you will need to complete the <strong>Document Overview</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>show</strong> button.</td>
</tr>
</tbody>
</table>

![Image of UAccess FINANCIALS](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>**Remember that filling out your **Description <strong>fields clearly and consistently will make it easier to use them to identify, search for, and report on related documents.</strong>&lt;br&gt;&lt;br&gt;A suggested format is <em>Travel Advance Settlement &lt;Traveler's Name&gt;</em>&lt;br&gt;Note that, depending on the length of the traveler's name, you may need to use abbreviations to fit the field.&lt;br&gt;&lt;br&gt;Enter &quot;<strong>Travel Adv Settlement Melanie Cooley</strong>&quot; in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>5.</td>
<td>**As always, entering the UA business purpose in the **Explanation <strong>field will expedite the approvals for this document.</strong>&lt;br&gt;&lt;br&gt;You can also include the document number of the original advance in order to help the approvers know which advance document this settlement is related to.&lt;br&gt;&lt;br&gt;Enter &quot;<strong>Present at professional conference, Kuali Days</strong>&quot; and the document number in the <strong>Explanation</strong> field.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Enter the T# from the Travel Authorization form in the <strong>Org. Doc. #</strong> field.</strong></td>
</tr>
<tr>
<td>7.</td>
<td>**You are done with the **Document Overview <strong>tab.</strong>&lt;br&gt;&lt;br&gt;Click the <strong>hide</strong> button.</td>
</tr>
</tbody>
</table>
### Step 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.

### Step 9
In the **From** Lines, enter the account number and other information 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 amount that you enter on this document should be the actual amount that will be expensed to the account(s) that you identified on the **To** lines.

What amount you enter will depend on how much of the advance the traveler spent.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>In other words, if the employee spent the entire advance, then the Accounting Line amounts should match the total of the original travel advance. However, if the employee did <strong>not</strong> spend the entire advance, they will owe the University money. In that case, you should enter the <em>trip total</em> on these lines and <strong>not</strong> the total of the advance. Regardless of which scenario you are working with, the total amounts of the From and To Lines must match each other.</td>
</tr>
</tbody>
</table>
| 13.  | In this case, Melanie spent more than her advance, so what amount should be entered on the Accounting Lines? 

__________________________ |
| 14.  | Of course, click **add** when you finish entering your information. Then, the Accounting Lines are complete. Click the hide button. |
| 15.  | Submit your Distribution of Income and Expense to settle the Travel Advance. Click the submit button. |
| 16.  | **End of Procedure.** |
Checking the Status of a Pre-Encumbrance

Part of the process is 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.

This section covers how you confirm that a pre-encumbrance has disencumbered. If you did not set your pre-encumbrance to automatically reverse, you will need to manually disencumber it.

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 and your department created a pre-encumbrance for it.

**Step** | **Action**
--- | ---
1. | You will use Balance Inquiry > Accounts > Open Encumbrances to check the status of the pre-encumbrance.

Click the Open Encumbrances link.

Open Encumbrances
Step | Action
--- | ---
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>
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.

7. Remember to 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. Copying the advance makes your life easier: there's less data entry if you copy. Copying also ties the two Disbursement Vouchers together, which makes it much easier to identify the documents that are related to the same trip.</td>
</tr>
<tr>
<td>2.</td>
<td>In this case, you are issuing a reimbursement for an employee who already received an advance. So you begin with the Disbursement Voucher custom search: <strong>Main Menu &gt; Custom Searches &gt; Disbursement Voucher</strong>. The tutorial picks up from that point in the process.</td>
</tr>
<tr>
<td>3.</td>
<td>Search for the original Travel Advance Disbursement Voucher with whatever information you have. Note that you can use the Disbursement Voucher custom search to zero in on the specific document more efficiently using payment reason, payee, account, org doc # (T#), or other fields.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>search</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the appropriate document number link.</td>
</tr>
</tbody>
</table>
6. The travel advance Disbursement Voucher opens in a new window.

Note that the business purpose in the Explanation field does not copy over to the new document. Use your keyboard shortcuts to copy it now so that you can just paste it into the Explanation field on the new document.

Click the collapse all button.

7. Click the copy button.

Since the Payee is an employee, the Payee information has been cleared.

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

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

Click the show button.

SHOW
### Step 10
You need to change the **Description** that copied from the Travel Advance.


### Step 11
As always, filling out your **Description** fields clearly and consistently will make it easier to use them to identify, search for, and report on related documents.

A suggested format is *Travel Reimbursement <Traveler's Name>* , but you are welcome to use whatever format works best for your department. Depending on the length of the traveler's name, you may need to use abbreviations.

Enter "*Travel Reimbursement Melanie Cooley*" in the **Description** field.

### Step 12
Because you copied from the advance Disbursement Voucher, the T# from the Travel Authorization Form is already entered for you.
Step | Action
--- | ---
13. | Paste the business purpose into the **Explanation** field.
14. | Click the **hide** button.
15. | Any time you fill out a Disbursement Voucher, you need to complete the **Payment Information** tab.
   
   Click the **show** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 16.  | When you copy a Disbursement Voucher with an employee as the Payee, the **Payee ID** does not copy over, so you will need to look it up.  

Look up your Payee and make sure that you choose the **Payment Reason Code** T - **Travel Expense**. |
17. You will need to change the check amount from the amount of the advance to the amount you are reimbursing.

Press [Backspace].

18. Since a Travel Advance was issued, only enter the amount owed to the payee: expenses minus advance.

Enter "868.46" in the Check Amount field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>The <strong>Check Stub Text</strong> copied from the advance Disbursement Voucher. You can leave it as is or edit it, as you prefer.</td>
</tr>
<tr>
<td>20.</td>
<td>You are done with the <strong>Payment Information</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>hide</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>You must make some changes to the <strong>Accounting Lines</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>show</strong> button.</td>
</tr>
</tbody>
</table>
22. Notice that the Accounting Lines copied from the travel 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.

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

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

Enter "6240" in the Object field.

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

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

Note: Since a Travel Advance was issued, only enter the amount owed to the payee; that is: expenses minus advance.

Enter "868.46" in the Amount field.

25. Enter a Line Description and Invoice Number.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>The line you are editing is already added. You don't need to re-add it. Click the hide button.</td>
</tr>
<tr>
<td></td>
<td>![hide button]</td>
</tr>
<tr>
<td>27.</td>
<td>You will need to fill out the Travel tab. Click the show button.</td>
</tr>
<tr>
<td></td>
<td>![show button]</td>
</tr>
<tr>
<td>28.</td>
<td>You will need to enter some basic information on the Travel tab, but your detailed itemization of expenses will still be done on the Travel Expense Report. For details about how to complete the Travel Expense Report and what to do with it, please refer to the Preparing a Travel Expense Report (<a href="http://policy.fso.arizona.edu/fsm/1400/1416">http://policy.fso.arizona.edu/fsm/1400/1416</a>) section of the Financial Policies and Procedures manual.</td>
</tr>
<tr>
<td>29.</td>
<td>Fill out the Traveler Information section.</td>
</tr>
</tbody>
</table>
Step 30. Next, fill out the **Destination** section with the trip details, including start and end date/time.
31. Click the scrollbar.

32. 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.

33. Click the Type drop-down list.

34. Always choose O - OTHER.

Click the O - OTHER list item.

35. Type "OTHER" in ALL CAPS in the Company field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 36.  | Enter the total reimbursement amount in the **Amount** field. 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.  

**Note:** This will not be the same as the total on the Travel Expense Report. Instead it will be just the amount that is being requested in this Disbursement Voucher. |
| 37.  | Click the **add** button. |
| 38.  | 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. |
| 39.  | Click the scrollbar. |
**Step** | **Action**
---|---
40. | That's it for the Travel tab. Click the hide button. ![hide]
41. | The Notes and Attachments tab has (1) on it, indicating that there is a note. Click the show button. ![show]
42. | The note is simply a record indicating that this document was copied from another one. Click the hide button. ![hide]
43. 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.

44. Click the scrollbar.

45. Note that the Action Requested should be Approve.

If you are requesting a Travel Reimbursement for a dean, the group Name is UA Office of the Provost.

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

The Namespace Code field will auto-populate once you choose a group.
46. The Ad Hoc routing will be initiated when you submit the document.

   Click the hide button.

47. Click the submit button.

48. 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.

49. Click the hide button.

50. Click the submit button.
### Step | Action

51. | After you have submitted the Disbursement Voucher, print out the coversheet, attach the signed original Travel Expense Report, supporting documentation, and original receipts.  
Mail the packet to FSO-Operations at PO Box 210158, USB 402.

52. | 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. If you have not, your traveler's reimbursement may be delayed.  
And, if applicable, confirm 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.

Step | Action
--- | ---
1. | 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.

Click the **General Ledger Entry** link.

[General Ledger Entry]
Step | Action
--- | ---
2. | Enter "ua" in the **Chart Code** field.
3. | Enter the account that you used to issue the advance.

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

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.

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.

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. You can use a wildcard when you search here to make sure you see all results, even if the T is lowercase.

Enter your T# in the **Organization Document Number** field.
7. Click the search button.

8. Click the scrollbar.
9. How many rows you see will depend on whether the employee spent her full advance.

If the employee did not spend all of her advance and owed the University money on her return, you will see three rows for the advance, Distribution of Income and Expense, and Cash Receipt.

If the employee had spent the entire advance, there would only be two lines: the travel advance Disbursement Voucher and the Distribution of Income and Expense.

10. All 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 will see the Disbursement Voucher (DVCA), Distribution of Income and Expense (DI), and—if the employee repaid an advance—Cash Receipt (CR) 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 Three: The Traveler Owes the University Money

Exercise: Pre- and Post-Travel

For the last scenario, Suzanne Zimbardo is traveling to Phoenix for two days to provide training to the College of Medicine. You issue her a Travel Advance for $300, but she actually only spends $283.12.

The checklist in this case looks like this:

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)

You will complete the Pre-Travel steps and the first three steps of Post-Travel on your own. Then your instructor will work through repaying a travel advance with you.

Review

1) The T# goes in the _______________ field.

2) The Explanation field should include the ________________________.

3) The Object Code on the Travel Advance should be ________________.

4) Filling out the Line Description field helps departments ________________________.

5) The invoice number for a travel advance will be the ________________________.

6) Supporting documentation should be ________________________.

7) In order for the pre-encumbrance to automatically disencumber, you must ________________________.

8) If you issue an advance, you will always need to complete a ________________________ when the traveler returns in order to ________________________.
9) After Suzanne returns, you will distribute the advance expense to Object Code _________________.

10) When you settle the advance, the amount should equal _________________.

11) In order to check that the advance has zeroed out, you will use the _________________ inquiry screen.
Travel Authorization

Of course, it begins with the Travel Authorization: http://uabis.arizona.edu/eforms/#T.
Travel Expense Report

And here is Suzanne’s Travel Expense Report.

---

**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>Suzanne Zimbardo</td>
<td>UTES Workshops &amp; Training Team</td>
<td>9305</td>
<td>210073</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPID</th>
<th>ROOM NUMBER</th>
<th>CONTACT NAME/TITLE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>031793551</td>
<td>337</td>
<td>Irma Gomez</td>
<td>628-4661</td>
</tr>
</tbody>
</table>

**TRAVEL ORDER**

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

<table>
<thead>
<tr>
<th>CONFERENCE DATES/TIMES</th>
<th>DUTY POST</th>
<th>DESIGNATED LODGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12-13 to 10/13-13</td>
<td>UA Main Campus</td>
<td></td>
</tr>
</tbody>
</table>

**EMPLOYEE TRAVEL EXPENSE CLAIM**

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Description/ Destination (include type of transportation)</th>
<th>Odometer</th>
<th>Start</th>
<th>End</th>
<th>Mileage</th>
<th>Meals</th>
<th>Lodging</th>
<th>Transportation</th>
<th>Exchange Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 am</td>
<td>Mileage</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>80.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Per diem</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals:</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>$80.00</td>
<td>70.00</td>
<td>$133.12</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS EXPENSES**

<table>
<thead>
<tr>
<th>Expense Description (Purpose / Attachees)</th>
<th>Object Code</th>
<th>Amount</th>
</tr>
</thead>
</table>

| Total Miscellaneous | E | $0.00 |

**FUNDING**

<table>
<thead>
<tr>
<th>TOTAL EXPENSES</th>
<th>$283.12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Traveler Advance</td>
<td>$300.00</td>
</tr>
<tr>
<td>Traveler Repayment (-) OR Traveler Balance Due (+)</td>
<td>$16.88</td>
</tr>
</tbody>
</table>

**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 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. I, furthermore, 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 I attest that I have not been previously reimbursed for these expenses nor have they been paid for by the UA PCard. I hereby assign within state claims to the University of Arizona and authorize the Assistant Director for Finance to issue this reimbursement accordingly.

**CLAIMANT SIGNATURE**

Suzanne Zimbardo

**DATE** 10/20/13
Post-Travel

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 case, Suzanne is repaying her excess advance via personal check.

<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></td>
<td>T#:____________________</td>
</tr>
<tr>
<td></td>
<td>Document Number for Advance: ___________________</td>
</tr>
<tr>
<td></td>
<td>Account Number:___________________</td>
</tr>
<tr>
<td>2.</td>
<td>To navigate to the Cash Receipt, go to <strong>Main Menu &gt; Transactions &gt; Financial &gt; Cash Receipt</strong>.</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 <strong>Document Overview</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>show</strong> button.</td>
</tr>
</tbody>
</table>

Travel > Reference Tutorials > Depositing Cash or Checks
Step | Action
--- | ---
4. | Remember that filling out your **Description** fields clearly and consistently will make it easier to use them to identify, search for, and report on related documents.

A suggested format is **Travel Advance Repayment <Traveler's Name>**, but you are welcome to use whatever format works best for your department. Depending on the length of the traveler's name, you may need to use abbreviations.

Enter "**Travel Adv Repayment Suzanne Zimbardo**" in the **Description** field.

5. | As always, entering the UA business purpose in the **Explanation** field will expedite the approvals for this document. You can also include the document number of the original advance in order to help the approvers know which advance document this repayment is related to.

Enter "**Provide training for College of Medicine, Phoenix**" and the document number in the **Explanation** field.

6. | Enter the T# from the original Travel Authorization in the **Org Doc #** field.
### Step 7
**Action**

Click the hide button.

![Hide button](image)

### Step 8
**Action**

Next, record information from the employee's check on the **Check Detail** tab.

Click the show button.

![Show button](image)

### Step 9
**Action**

Enter the check number.

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

### Step 10
**Action**

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

### Step 11
**Action**

Enter the name of the person who wrote the check.

Enter "Suzanne Zimbardo" in the **Description** field.

### Step 12
**Action**

Enter the check amount.

Enter "16.88" in the **Amt** field.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Click the <em>add</em> button.</td>
</tr>
<tr>
<td></td>
<td><img src="button" alt="add" /></td>
</tr>
<tr>
<td>14.</td>
<td>Click the <em>hide</em> button.</td>
</tr>
<tr>
<td></td>
<td><img src="button" alt="hide" /></td>
</tr>
<tr>
<td>15.</td>
<td>You need to complete the <strong>Accounting Lines</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>Click the <em>show</em> button.</td>
</tr>
<tr>
<td></td>
<td><img src="button" alt="show" /></td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
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.

If you do not, the document will not submit. If you see an error message when you submit, odds are good that the problem is that you did not enter the amount as a negative number.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Click the <strong>add</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image1" alt="Add Button" /></td>
</tr>
<tr>
<td>20.</td>
<td>Before submitting the Cash Receipt document, verify your information. Once you click submit, it will route for the appropriate approvals.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>submit</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>If you get an error message when you attempt to submit, odds are good that you did not enter the amount as a negative number. Check the amount and resubmit.</td>
</tr>
</tbody>
</table>
22. Print out the Cash Receipt coversheet and send it with the check to the Bursar’s Office for deposit.

Bursar’s Office
The University of Arizona
PO Box 3520
Tucson, AZ 85722-3520

Click the **Print Cash Receipt Coversheet** link.

23. Click the **Open** button.
24. The Cash Receipt Cover Sheet summarizes the information that you entered in the Cash Receipt e-doc.

25. 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.

26. At this point, if you haven't already, you should make sure that any optional pre-encumbrances have disencumbered.

27. You will also need to complete the Travel Expense Report and mail it with the original copies of the travel receipts and the Disbursement Voucher coversheet from the travel advance Disbursement Voucher to FSO Operations (PO Box 210158 USB 402).

For details about how to complete the Travel Expense Report and what to do with it, please refer to the Preparing a Travel Expense Report (http://policy.fso.arizona.edu/fsm/1400/1416) section of the Financial Policies and Procedures manual.

End of Procedure.
Exercise: Checking that the Advance has Zeroed Out

You have settled the advance and received the repayment. Check now to make sure that the advance has zeroed out.
Locating Travel Documents

Procedure

Entering the T# in the **Org Doc Number** field of travel-related documents allows you to readily find all (non-Pcard) documents tied to that travel instance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Use the <strong>Transactions</strong> custom search to search through all financial transactions in the system. Click the <strong>Transactions</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 2.   | Note that **KFST** in the **Type** field means that the system will search through all financial documents.  
Use the search criteria as you see fit to find the documents.  
Because you entered the T# in the **Org Doc Number** fields of all the documents related to this travel instance, you can use that field to search for those documents.  
Enter one of your T#s in the **Organization Document Number** field. |
| 3.   | Click the **search** button. |
Step | Action
--- | ---
4. | Note that there are four documents associated with this travel instance; however, the default view doesn’t tell you what types of documents they are.

Click the **Workflow Data** option.

5. | The **Workflow Data** Search Result Type option will allow you to see document types and workflow status.

Click the **search** button.
6. Now you can see both the document type and description without having to open each document.

7. Use the **Transactions** custom search to readily find your travel documents.

*End of Procedure.*
### Pre-Travel
1. Travel Authorization (eForm PDF)
2. Travel Advance Disbursement Voucher (UAccess Financials DV)
3. Pre-Encumbrance (UAccess Financials PE)

### Post-Travel
1. Travel Expense Report (eForm PDF)
2. Settle Advance using Distribution of Income and Expense (UAccess Financials DI)
   a. If Advance = Cost: DI To and From amounts equal Advance
   b. If Advance > Cost: DI To and From amounts equal Cost and Cash Receipt is submitted for repayment of extra advance money
   c. If Advance < Cost: DI To and From amounts equal Advance and DV-Travel Expense is submitted for employee reimbursement.
3. Check status of pre-encumbrance (UAccess Financials Open Encumbrance lookup)
4. Check that the travel advance has zeroed out (UAccess Financials General Ledger)

#### Paper Documents to Deliver to FSO—Operations
- Travel Authorization
- Disbursement Voucher Cover Sheet

#### Paper Documents to Deliver
- Travel Expense Report (with supporting documents and receipts) to FSO—Operations
- If Advance < Cost:
  - Travel Expense Disbursement Voucher Cover sheet to FSO—Operations
- If Advance > Cost:
  - Cash Receipt Cover Sheet and check/cash to FSO—Bursar’s Office
  - Travel Advance Disbursement Voucher Cover Sheet to FSO—Operations

#### Make sure correct Object Code of 8315 is used on:
- Travel Advance Disbursement Voucher

#### Make sure correct Object Code of 6140, 6240, or 6340 is used on:
- Pre-Encumbrance (PE)

- 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

- Distribution of Income and Expense (DI) To accounting line
- Travel Expense Disbursement Voucher (DV)
  - If copying, make sure to update Description, Check Amount, Object Code, Accounting Line Amount.