



## **Travel Advance and Prepaid Travel Expense procedures**

### ***Travel Advance Requests***

Please be aware of the following considerations:

- Advances are allowable only when no other option exists to cover anticipated reimbursable expenses directly related to travel. To speed the process, please include an explanation of the circumstances necessitating the advance. If the advance will include cash for expenses that could be covered directly by the traveler's department, explanation is required.
- Cash advances are limited to 80% of the total reimbursable amount on the TA. Advances of more than \$2500 must be approved by the Travel Administrator. To speed the process, please indicate on the approved TA the amount that will be needed for the advance and justification for the exception to regulations, if the advance is over \$2500.
- Cash advances should not be issued to non-University employees. In the event that no University employee is available to request and disburse the cash advance on behalf of a non-employee, Travel Administrator approval is required.
- Please submit the advance request at least 5 business days before you would like the check to be issued. Checks are issued twice a week on Tuesday and Thursday and must be keyed prior to 4 pm the previous day.
- Advance requests should be submitted as soon as the TA is approved, even if this is months prior to the trip. The approved advance can be keyed for a date that is 5 days prior to the travel per BOR regulations. Please do not wait until 5 days prior to the trip to ask for a cash advance.

### ***Travel Advance Reconciliation***

Please be aware of the following considerations:

- Note all travel advances on the expense report and submit it within fifteen (15) days of completion of the trip. Due to the frequency of errors related to reconciliation of travel advances, OFA Travel will audit and correct all travel that includes an advance prior to keying for payment.
- Travel Advances are keyed from the general ledger (non-operating budget) 103010 – 0258 for most of UAF's travelers using the paper process. Advances requested via TEM are keyed from 103010 – 0255, and advances for travelers from the Geophysical Institute (GI) are keyed from 103010 – 0257. Advances will not show up on the unit's accounting until OFA processes the approved expense report.



- After an expense report is submitted to OFA for reimbursement, the travel advance is cleared from the applicable general ledger, and the adjusted total amount is charged to the funding source listed on the expense report.
- If an expense report has a negative balance due, the traveler is required to repay the amount listed, which the department must then deposit into the appropriate general ledger account using the following naming convention in the description: "TA - TRAVELER – DATE". The deposit of overpaid funds must occur in advance of submitting the travel expense report (TER) to OFA, and the TER must include a copy of the deposit slip and receipt.
- Un-cleared advances may be deducted from an employee's pay if the amount is not reconciled through a TER or if the outstanding overpayment is not deposited prior to submitting the TER to OFA.

Approved advances may only remain on the general ledger for up to six months after the scheduled travel dates for the trip. If an expense report is not processed within six months, OFA will process a JV to clear the advance amount using the org and account codes listed on the authorization, combined with the unit's unrestricted fund (103010). The unit is responsible for any further adjustments of the expense (by JV) after an expense report is complete and approved.

### ***Prepaid Travel***

Prepaid travel occurs in two forms:

1. Prepaid expenses, such as airfare or registration fees, are those paid directly by the university for travel in the next fiscal year that will be charged to an unrestricted fund. These charges post to the Prepaid Travel balance sheet account (103010 - 0446), and the department must process a JV within six months of the start of the new fiscal year in order to move these expenses back to the appropriate accounting source. This transaction can occur as soon as OFA begins keying JVs for the new fiscal year (mid-July).
2. When an airlines issues a credit certificate/My Wallet credit from a trip originally charged to a restricted fund, and it is unknown when the credit will be used, the credit amount should be JV'd to the prepaid travel balance sheet (103010 - 0446) and specifically note the expiration date of the credit in the description. When the department applies the airfare credit to a later trip, the department must JV the expense from the balance sheet account (credit) to the appropriate operating account (debit). OFA will transfer any unreconciled, expired credits to the unit's unrestricted accounting prior to the fiscal year end in which the credit expired.