

UAF Travel

Friday's Tips, Tricks, & FAQ's

21 February 2020

Concur FAQs: Travel Advances

FAQ: At what point does the travel office receive the travel advance request?

A: This is dependent on whether or not they include a travel advance on the Request.

If the advance is included on the Request, then our office receives notification from Concur once the Request is approved by the PI or Supervisor.

If the advance is not included on the Request, we do not receive any notifications from Concur. Instead, we are reliant on the traveler or delegate to alert us that an advance is being requested.

Please note, a travel advance is not initiated by a comment on the Request. If the traveler has advances activated on their account, then the Request will include a Cash Advance section at the bottom of the Header.

FAQ: The Cash Advance field is not available on the Request, why?

A: Travel advance capabilities must be activated for travelers. Otherwise, Cash Advance will not be available on their Request.

For non-employee students and guests, Cash Advance is enabled when we create their profile. Cash Advance is not activated for employees (including students with an employment relationship) until our office receives a request for one. This includes activating cash advance capabilities on the UA Travel Card.

FAQ: Are there any restrictions to the travel advance?

A: Our office follows the travel advance policies set forth by the regulations under [R05.02.060\(14\)](#).

The maximum allowable travel advance is 80% of the approved out-of-pocket costs (ground transportation, per diem, etc.). Travel advances will only be approved in special circumstances and when absolutely necessary. All travelers should use Concur/CTM to book their flights. CTM or the department travel coordinator can use the agency card or ProCard to pay for lodging. Employees should use their UA travel card to pay for lodging, meals, transportation, and incidentals.

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FAQ: What is the latest date a travel advance can be requested?

A: We recommend requesting a travel advance no less than 10 business days prior to the trip start date. Here's why:

Once issued by the campus travel office, the advance is included in Statewide's nightly extract from Concur. The extract is reviewed by Statewide the following business day and given to their staff member that manually keys the payments. The payments are generally keyed within 1-2 business days from the extract. When applicable, the campus will postpone issuing the advance in Concur so payment is not issued too far in advance of the trip start date.

Direct deposits on travel payments generally take 3-4 business days (from the time the payment is keyed by Statewide to the time the funds are available in the traveler's account) to be fully processed by the banks. If they are not enrolled in direct deposit, then a physical check is issued by the traveler's campus. Statewide still keys the payment, but the check is included in the campus's check run. UAF's check runs are on Tuesdays and Thursdays.

Checks are mailed to the address on file in Banner, unless the department asks that the check be held for pickup. Paper travel advance checks can be picked up from Rachael in Room 305 Lathrop Hall between 8am and 5pm Monday-Friday.

FAQ: How do we document a travel advance on the expense report?

A: Construct the expense report with all expenses for the trip per usual. Under Details>Cash Advances>Available, select the applicable advance(s) and assign them to the expense report. Concur will deduct the advance from the total reimbursable expenses.

Please feel free to disseminate these tips and tricks to your travelers!
And, as always, reach out to us with any questions or concerns (uaf-concur-travel@alaska.edu).

Thank you for all that you do!