Pre-Travel	Post-Travel

1. Travel Authorization (eForm PDF)
 	
If Travel Advance is requested, there are two additional documents
2. Travel Advance Disbursement Voucher (UAccess Financials DV)
3. Pre---Encumbrance (UAccess Financials PE)
 	
Documents to include with Travel Authorization :
 	
• Supporting Documentation
 	
If Travel Advance is requested, the Travel Advance eDoc number should be included
	1. Travel Expense Report (eForm PDF)
	
	If Travel Advance is requested, there is one additional document and two searches to perform
	2. Settle Advance using Distribution of Income and Expense (DI)
	    a. **To** and **From** amounts equal the amount of the Advance that was actually spent
	    b. If Advance < Cost: Disbursement Voucher (Travel Expense) is submitted for employee **reimbursement**
	    c. If Advance > Cost: **Cash Receipt** is submitted for repayment of extra advance money
	
	(Searches to perform if Travel Advance is requested)
	3. Check that the travel advance has zeroed out (General Ledger Entry)
	4. Check status of pre---encumbrance (Open Encumbrance lookup)
	
	Documents to attach to eDoc:
	
	• Travel Expense Report (with supporting documents including itemized receipts)
	
	Documents to attach if Travel Advance is requested
	• If Advance < Cost:
	    ○ Travel Expense Report (with supporting documentation including itemized receipts) to Distribution of Income or Disbursement Voucher
	• If Advance > Cost:
	    ○ Travel Expense Report (with supporting documentation including itemized receipts) to Distribution of Income and Cash Receipt number. Submit check/cash to Bursar's Office

Make sure correct Object Code of 8315 is utilized: *(If Travel Advance is requested)*	
• Travel Advance Disbursement Voucher	• 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
Make sure correct Object Code 6XXX is utilized: *(If Travel Advance is requested)*	
• Pre---Encumbrance (PE)	• Distribution of Income and Expense (DI) **To** accounting line • Travel Expense (reimbursement) Disbursement Voucher (DV) ○ If copying from advance, make sure to update Description, Check Amount, Object Code, Accounting Line Amount, and Invoice Number.
Make sure correct Invoice Number format is used on all Disbursement Vouchers:	
(If Travel Advance is requested) • End date of travel	• TA# + EXP + End date of travel (Travel Expense Reimbursement)