Travel Advances & Reimbursements

Pre-Travel
- Travel planned
  - Prepare Travel Authorization
    - Mail Travel Auth. to FSO Operations before travel event commences
    - Submit Disbursement Voucher e-doc to request advance
    - Submit Pre-Encumbrance e-doc
    - Department approves Disbursement Voucher & Pre-Encumbrance
    - Mail Travel Auth. w/ Disbursement Voucher Coversheet to FSO/Travel

Post-Travel
- Traveler returns
  - Prepare Travel Expense Report
    - Was advance issued?
      - Yes
        - Submit Disbursement Voucher e-doc for reimbursement
      - No
        - Print Disbursement Voucher Coversheet from advance
          - Dept approves all docs and e-docs
          - Mail required documents to FSO/Travel
          - FSO/Travel reviews
          - Expenses allocated &/or payment made as appropriate
          - Trip begins
    - Does advance equal expenses?
      - Yes
        - Print Disbursement Voucher Coversheet from advance
          - Dept approves all docs and e-docs
          - Mail required documents to FSO/Travel
          - FSO/Travel reviews
          - Expenses allocated &/or payment made as appropriate
      - No
        - Copy advance DV and submit new DV e-doc for difference between advance and total reimbursement
        - department approves all docs and e-docs
        - Mail required documents to FSO/Travel
        - FSO/Travel reviews
        - Expenses allocated &/or payment made as appropriate
        - Trip begins
    - Does traveler owe UA money?
      - Yes
        - If you deposit to Bursar, submit Cash Receipt e-doc to return the balance of the advance
      - No
        - Send Cash Receipt coversheet and check to Bursars Office.

Flowchart indicates the process from travel planning through reimbursement, highlighting key steps such as authorization, advance requests, and reimbursement processing.